Rental Tracker Pro

(RTPro)

Inventory Management Software System
A complete inventory management system for the entertainment rental industry

User's Guide

2011

Rental Tracker Inc.
12481 Tejas Court
Rancho Cucamonga, CA 91739
Phone: (888) 595-8041
Or (951) 522-4570
Fax: (888) 595-8042
www.rentaltracker.com

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Rental Tracker, Inc.
12481 Tejas Court
Rancho Cucamonga, CA 91739
Phone: (888) 595-8041
Phone: (951) 522-4570
Fax: (888) 595-8042

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Chapter

1

Introduction

In This Chapter:

Introduction to the System
System Requirements
Server Hardware Requirements
Installing and starting RTPro software
Resources for learning RTPro software
What's unique about RTPro software

Introduction to the System

RTPro is a complete inventory tracking system that allows you to track Barcoded and non-Barcoded rental inventory items, print rental contracts, print checkout and check-in sheets, create and print invoices, and track your accounts receivables.
RTPro is a GUI (graphic user interface) rental package. It is coded with Delphi 2005. The database is Microsoft SQL Server 2000, 2005 or 2008. This guide describes how to use RTPro and shows how to use its features to begin tracking your inventory. It is recommended that you review this User's Guide before using RTPro.

System Requirements

RTPro is a multi-user system that runs on Windows platforms. RTPro works on Windows 2000/XP/Vista/Windows 7.

Client Workstation

Hardware: Intel®Pentium® dual-core processor 1.80GHz or equivalent. 1GB of RAM, 20+ GB hard drive.
Operating System: 2000/XP/Vista/Windows 7 (XP recommended)
Sound Card with speakers (used for audible confirmations during Checkin/checkout process)

Server Hardware Requirements

Hardware: Intel® Quad-Core Xeon processor with 4GB of RAM and RAID 5.
Operating System: Windows 2000/2003 Server/2008 Server.
SQL Server: Microsoft SQL Server 2000/2005/2008 Standard or Enterprise Edition.

Server Disk Space Requirements

On average RTPro database requires about 1GB disk space to start with and it grows about 0.5GB each year. If you are storing images of your equipment, then you need to allocate an additional 1GB for images to the initial disk space. If you use the Revision feature of RTPro, you need to allocate another 1GB to the initial disk space.

If you have a training or test database on the same server, then double the amount of disk space given above.
Call us at (888) 595-8041 ext (1), if you need further analysis of your system and disk requirements.

Installing and starting RTPro software

Before installing RTPro, make sure that you meet the system requirements listed in "System requirements".
Read the ReadMe document on the RTPro CD-ROM for any late-breaking information.

To install and start RTPro

Run Setup from CD ROM and follow the relevant instructions.

Resources for learning RTPro software

Use these resources to learn about RTPro quickly:

RTPro Help

RTPro help is available on-line when RTPro is running. Click on the Help icon from the Main Menu to gain access to all the available topics for RTPro. This could help with questions, basic or advanced, as the first source when you are looking for help with RTPro. You can also press F1 key to access the help.

Using manuals of RTPro

RTPro includes a user manual to help you learn RTPro. Like many other software products, there may be a learning curve with understanding the software. However, knowing the software and what it can do could quickly enable you to use it effectively.

Contacting Support

Email is the preferred way to report issues and ask a question. You can also contact us from 8:00 am to 5:00 pm Pacific Standard Time at our toll free number (888)595-8041 ext. (1) to talk to our support staff.
If you have a sample report or a screen shot of the program that needs to be sent to us, the suggested way is to attach it to an email. If that is not possible, then send it via fax. Our toll free fax# is (888)595-8042.

What's unique about RTPro software

RTPro is an inventory tracking system designed for the entertainment rental industry. We have designed the program with the following ideas: ease of use, graphical buttons, and short-cut keys. In addition, we have a list of robust features exclusively for RTPro.

Ease of Use

You can use RTPro with both mouse control and short-cut keys.

Graphical Buttons

RTPro has graphically identifiable buttons to correspond to the operation to perform. The point and click method is consistent throughout the program. In the Main Menu screen, each button is labeled with a graphic icon and the corresponding text label. A floating label is displayed when the cursor is placed on top of the icon.

Short-cut Keys

RTPro has pre-defined short-cut keys to get to the most common used functions. This has been developed to increase efficiency as well to help users who are not savvy with a Windows interface.

Barcode validation

It gives the ability to validate the prefix of barcodes used to improve misreads from hardware (i.e. Barcode scanners).

User-definable Billing Schedules

Create multiple billing schedules and save them as templates. Apply different billing schedules to different orders. This gives you a flexible billing schedule based on different circumstances or deals.

Customizable System

Setup your system based on default values or customize your system. System setup allows you to modify printed values on customer documents such as invoices, checkout sheets, and reports. Modify system values throughout the system to fit your specific business needs.

Customizable Screens

Within RTPro, many screens display data in a grid listing. All grid listings can modify per workstation. Columns on the grid can be expanded or shrunk, dragged and dropped. The design of the grid listing will be saved per workstation. This is great for designing listings, which are appropriate for each user's job description.

Security

Block different levels from using specific functions such as changing prices, canceling items off an order, and deleting orders.

Auto-fill

When entering data on specific fields, Auto-fill will fill the closest value of a table.

Retire Inventory Items

Retire items from inventories that are un-rentable due to damage or un-usable. It will take these inventories out of the "live" rentable inventory and place them into the retired inventory file.

Track Items in Repair

Track items in repair by vendor. Also, track cost of repair and expected return. It will give you the ability to maximize the use of inventory items for rentals by knowing which items are out for repair.

Flexible Checkin/Checkout

Checkout items easily. Inventory items could be easily checked out as a Barcoded, Noncoded and as a Menubook item. Check in items across a Parent company, Production/Show, a single order, Master or across the entire system.

Robust Reporting capabilities

Numerous reports are available for helping you to trace items, repairs, customer information, billing, invoicing, and revenue.

Customized Reports

From any grid, listing data can be filtered and listings could be printed in portrait or landscape format. All listings could be saved in PDF, HTML, XML, Excel and Word format as well.

Email Any Report

Reports can be sent through most email software. If RTPro does not work with your email package, we suggest saving the report in the PDF format and then attaching it to the email you're sending to your customer.

Chapter

2

Getting Started

In This Chapter:

Welcome to RTPro software
Understanding the Main Menu layout
Using the toolbar
Common Functions
Multiple Instances
Using the on-Line help
Standard Functions
Main Menu Options

Welcome to RTPro software

RTPro has many features to help you get up and running quickly. Read this chapter to get tips on short-cut keys and how the system is laid out. In addition, this chapter will describe how to use on-line help to get answers about the system quickly.

RTPro is the premier rental inventory tracker system that tracks both Barcoded and non-Barcoded items for the rental Costume and Property Industry. Rental activity can be tracked across Parent Companies, Productions, Orders, Master Companies and Contacts.

RTPro makes it easy to track rental inventory. It is flexible to track both Barcoded and non-Barcoded items. Barcoded items are items that have a unique barcode label attached to the item. This is the best way to track an item because the unique barcode label distinguishes the item easily in the system. The unique barcode can easily be tracked. Non-Barcoded items are items that do not have a unique barcode. These items are usually tracked by quantity. A non-Barcoded item is usually an item that cannot physically have a barcode label or it is not worth tracking the individual piece. This would be, for example, glass items, paper items, or items with a low value that it does not really benefit having a barcode attached. One benefit of RTPro is the speed and ease of scanning a barcode. RTPro has an option which will allow you to setup a menubook barcode which is associated with the non-Barcoded item. The menubook can be scanned and a quantity entered. This would represent the bulk non-Barcoded items.

Barcodes are a very important part with RTPro. A barcode identifies you and your property. A barcode can have your company name, equipment code description, perhaps your shop's phone number. Finding the right barcode for your business is essential for security, durability, and integration with RTPro. A barcode should be permanent. If a barcode can be removed, you have the potential of losing your item. Next, a barcode should be durable. Barcodes should last through cleanings, weather conditions, heat and normal wear-and-tear. A good barcode should be durable for proper reads by scanning guns. Finally, a barcode is essential to the integration of RTPro. With the proper barcode, scanning items in and out will be very easy. If a barcode fails, then it should NOT be entered manually. For a rental business, manually entering in a barcode is unacceptable. Therefore, selection of the proper barcode is essential to a seamless integration with RTPro software.

RTPro has included many state-of-the-art features such as imaging, field lookups, flexible billing schedules, and robust screen designs. We have spent countless hours developing a powerful system to handle your rental businesses. We are proud of our designed system and we would like to see your feedback. Your feedback will help improve our system in the future as we revolutionize the rental industry with RTPro. Thank you for your support!

Understanding the Main Menu layout

RTPro has designed the program interface with the following ideas in mind: ease of use, graphical buttons, and short-cut keys. In the following chapters, each module's menu layout, graphical buttons, and short-cut keys will be described in detail.

Conventions

Most of the screens in Rental Tracker Pro consists of a toolbar of icons that access frequently used functions. Place the cursor on top of each icon to get a description of that specific function. There are also icons across the toolbar for frequently used functions within that module.

Using the toolbar

Each screen has a graphical toolbar of commonly used functions. Below is a description of the Main Menu toolbar. From the Main Menu there are a few graphical icons that allow quick access to a function.

The system will prompt for a barcode.
The barcode can be scanned or manually entered. If the Barcode is found in inventory, the Barcoded inventory screen will display.

Pa This button displays all Parent records in a listing.

Pr This button displays all the Production records in a listing.

V This button displays all the Vendor records in a listing.

This button displays all the Contact records in a listing.

This will bring up an email program, such as outlook. If your workstation has an internet connection, email to Rental Tracker could be sent easily.

Common Functions

Within Rental Tracker Pro there are icons which are consistent in functionality throughout.

+ The icon allows adding a record. The information screen will appear.

Shortcut Key: CTRL N

The icon performs deleting a record. The system will prompt for confirmation when a record is deleted. Rental Tracker Pro only allows deleting of records if the record has not been used somewhere else in the system.

Shortcut Key: CTRL DEL

This icon allows editing of a record. When clicked on the record, the information screen will appear. Edits can then be made to the record.

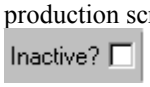
This is the save icon. When the icon is pressed the record and any edits to the record are saved.

Shortcut Key: F10 or click on the when closing out of the screen, or click on the right corner exit icon.

This will cancel add or edit process. If in the add mode the record will not be saved. If in the edit mode the edit will be canceled.

This is the refresh icon. When pressed the entire screen will refresh back to what it was prior to editing the information.

The 3 dots are called the ellipse. The ellipse is the lookup icon. If clicked a listing of records will appear. If in the parent screen and the ellipse is pressed a list of all the parents will appear. If in the production screen the production listing will appear.



A record can be made inactive. To make a record inactive click on the inactive box and a check mark will appear. Only certain areas have the inactive icon. On the production screen if the inactive is check marked then there cannot be orders added to the production and certain functions will not be allowed. The system will notify the user if the unavailable option is selected. The message will read "Production has been marked inactive, please see management". An example of using the Inactive status is perhaps when you need to talk to someone working on the production, perhaps you need an additional PO or need the correct billing address. To mark a record as active, click on the edit icon, click on the inactive box and the check mark will be removed and then save the record.

This is the notes icon. When selected an unlimited notes area will appear. Notes can be added to the record. If notes are attached to a record a notes icon will appear on the bottom right –hand corner of the screen. To view the notes for a record, click on the notes icon on the upper section of the screen.

The printer icon will print out a report. Where the printer icon is displayed there is a specific report available relating to the screen. For example the printer icon within the checkout screen, prints a checkout report. From the parent listing screen the icon will print a parent listing report.

Shortcut key: CTRL P

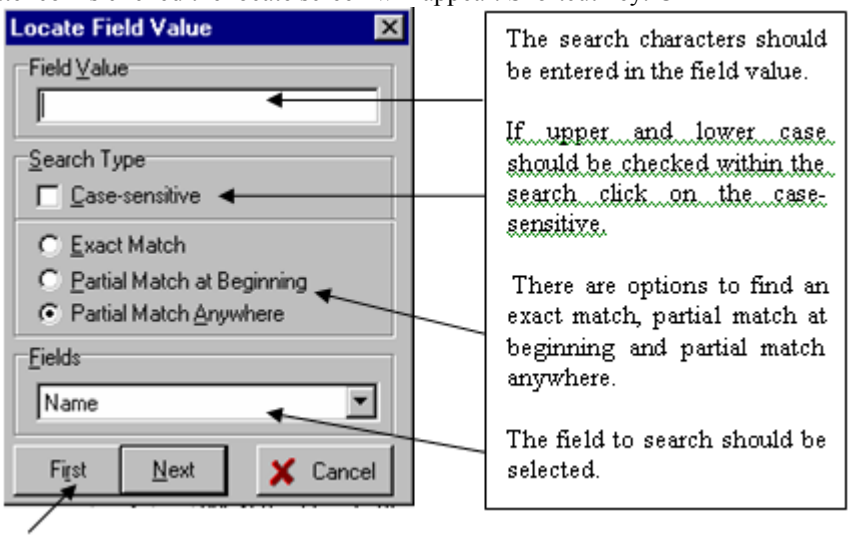
The magnifying glass displays the detail of the record selected. The icon is only accessible on listings. A listing is a scrollable display of records. One line per record shows on a listing. There is a pointer on the left side of the record. The record pointer looks like (▶). When the magnifying icon is pressed the full detail of the record appears.

Shortcut key: CTRL D

Note: On all lookups program allows the user to do a partial search on the Name or Description by clicking on the magnifying glass icon.

This is the filter icon. Filtering can be very helpful when researching data. Filtering allows for searching for particular records. When the filter icon is selected, RTPro will prompt for the field values of the search. RTPro will then filter out only the data which meets the filter criteria and display the records on the screen.

The flashlight icon is a locate function. If you need to locate a certain record of records the function is helpful.
When the locate icon is clicked the locate screen will appear. Shortcut key: CTRL F


Locate Field Value
Field Value
Search Type
Case-sensitive
Exact Match
Partial Match at Beginning
Partial Match Anywhere
Fields
Name
First
Next
Cancel
The search characters should be entered in the field value.
If upper and lower case should be checked within the search click on the case-sensitive.
There are options to find an exact match, partial match at beginning and partial match anywhere.
The field to search should be selected.

Fields – Use the drop-down arrow and choose which field to search.

First – Finds the first occurrence in the database matching the search characters.

Next – occurrence listed in the database matching the search characters.

Incremental search is also an option by using the Shortcut key F2.
At the top of some RTPro screens is a search prompt. A search entry can be entered in the box and RTPro will search for the record within the displayed data. An example of the feature: within the checkout screen the data displayed is all the rental checked out items for an order. If the user was searching for a barcode within the order the barcode could be entered in the search prompt. The system will position the record pointer to the match if a match is found.

Clicking this button will bring up application help about current screen.
Shortcut key: F1

Clicking this button will save changed data and close screen.
Shortcut: ALT - F4

Multiple Instances

RTPro allows users to launch more than one instances of it at the same time. This ability helps users who want to work with the different parts of the application at the same time.

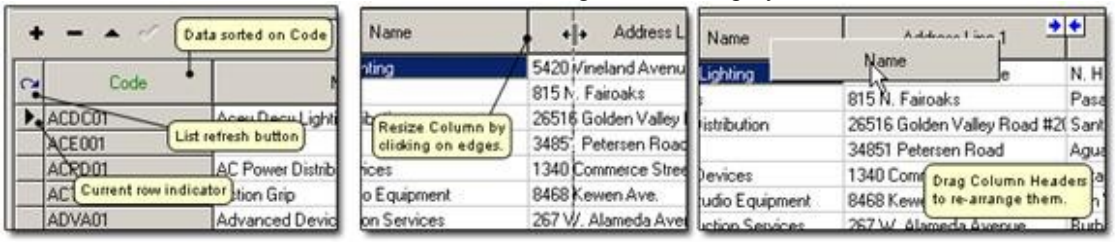
Using the on-Line help

RTPro includes an on-line help that is useful in answering many common questions on how to perform a specific function as well as context sensitive help that can explain field values. On-line help can be accessed from any screen by pressing F1. In addition, from the Main Menu, you can click on the Help Button to access the on-line help.
The on-line help is broken down into two main windows. The first window is the Main window and positioned on the left-hand side. The Main window contains help topics and is used to navigate throughout the help system. The secondary window is a smaller window, and positioned on the right hand side. The secondary window contains procedures and instructions.
This on-line help system is similar to the Windows help system. You can bring up the Help Topics' window and search for help topics through books as well as the index. This on-line help is a valuable resource for getting answers to many of your questions.

Standard Functions

Display Listings (Grid)

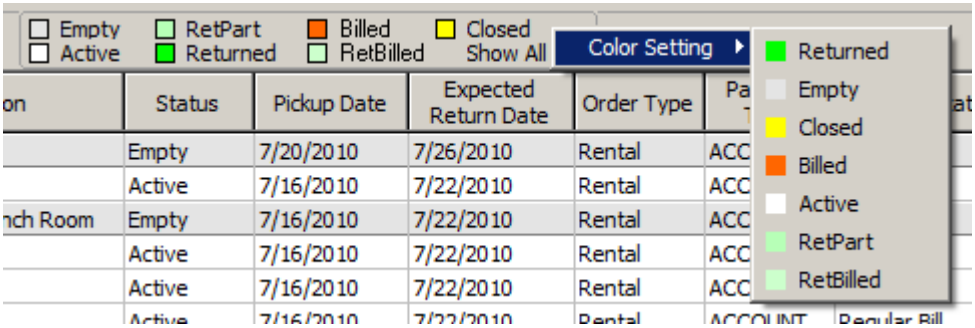
There are several locations within RTPro where a listing of data is displayed.



At the top of each column the label of the column is defined.
If the label is in Green the data is sorted in the column. In the above sample the data is sorted alphabetically by Package/Item Description.
To change the sort sequence, position the cursor on the label to sort. Not all columns can be sorted. In the above example the data can be sorted on the barcode column. The data would then be in an alphanumeric sequence.
RTPro has ability to sort data on a grid using multiple labels. Hold Ctrl key and click on the label of each column that you wish to have sorted data.
Columns can be shortened or expanded by placing the cursor on the vertical line separator and dragging the cursor left to shorten or right to expand.
Columns can also be dragged to different positions on the screen. To drag a column, position the cursor on the column label, hold down the left mouse button and drag the column to another position.
Most of the listings cannot display all data on the screen. There is possibly more data to the right of the screen. To view additional data to the right of the screen, click on the right arrow on the bottom of the screen, or drag the square to the right.
Within several listings what is displayed on the grid can be printed. To print the grid, click on the File menu at the top of the screen and then select print grid.

Grid Colors

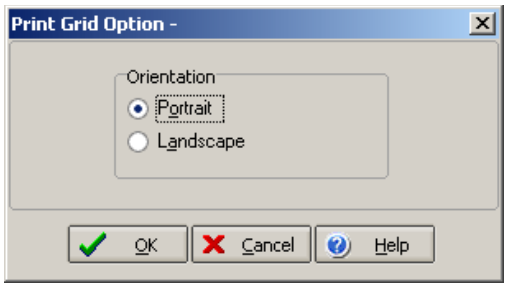
User with proper security rights can right click on any color in the legend section of the grid and reassign a new color to it. Program will display the color selection dialog and let user to visually select the desired color. The assign of new colors are per entire system and individual users can't change the grid colors on their workstations.



Printing Grid Data

In some grids, there is an option to choose paper orientation when printing. In these grids, before print, system will prompt for Landscape or Portrait orientation. Printing in a Landscape orientation may allow more columns to be printed. You can see how many columns will print in each orientation at the bottom of this screen.

Note: you may print desired columns by moving them to first positions of grid.

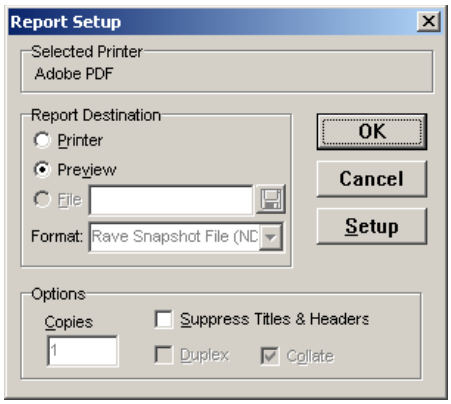


Exporting Grid Data

Most of the grids also can export data to Excel, XML, HTML and Text. In this case, all columns will export. To export, choose proper Menu item by right clicking on grid or clicking on main menu of screen. There is another option available to copy grid data to clipboard as HTML.

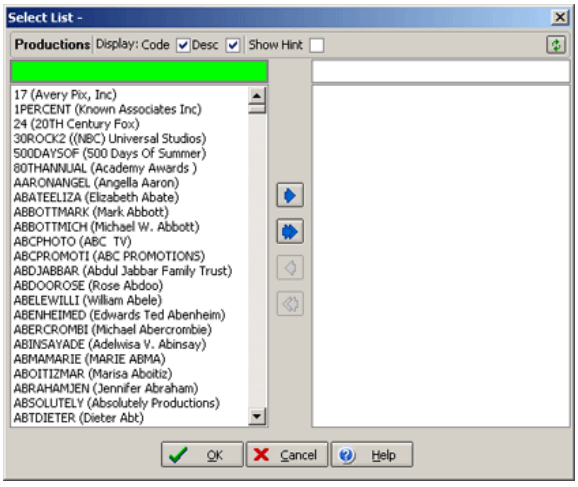
Printing Reports

When the report function is selected, a report setup will appear and systems default printer selected.
Users have the option to send the printout to the selected printer or preview the printout on the screen. The Setup option allows selecting a different printer if your shop is setup with multiple sharable printers.
User can specify number of copies and if the copies should be collated or duplex. Not all printers will handle the collating feature.



Multiple Selection

In many cases in RTPro, you may select multiple records. For example, many reports in RTPro use this useful option. The Select List screen is divided into two sections. Left window displays stored records in RTPro and the right one displays selected records. Use (>) button to select a record and (>>) button to select all records. This dialog allows you to display records by Code, Description or both.



Report List

Report list is an option for most of the report screens that display a list of all items in a grid before attempting to print a report sheet.

Image Viewer

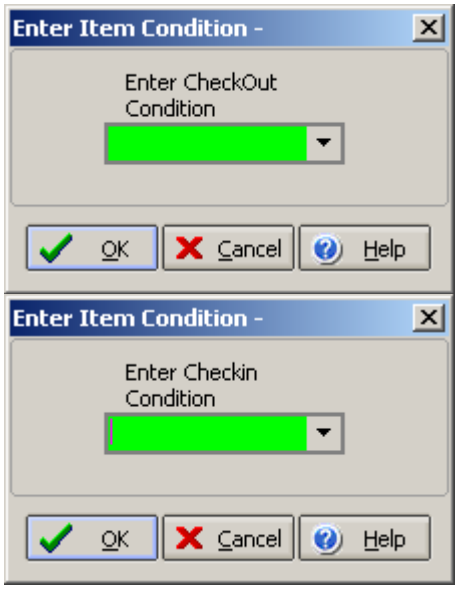
Image viewer is a place that users have few options to add any modification to the image of inventory items such as rotating, zoom in/out, etc.

Suspending RTPro

Suspending RTPro (ALWAYS END YOUR SESSION)
To end your session but keep RTPro active:
Exit all windows until you return to the Main Menu. Click the "Lock" icon in "Exit" module. Login Screen appears. RTPro will be suspended until User Name and Password entered.

Item Condition

On the Check Out/In screens, system will ask the condition of barcoded items that are needed to be checked out/in. The condition of these items can be selected from the Condition Lookup table.



Main Menu Options

Under each of the menus, there are several functions.

File Menu

Database Utilities

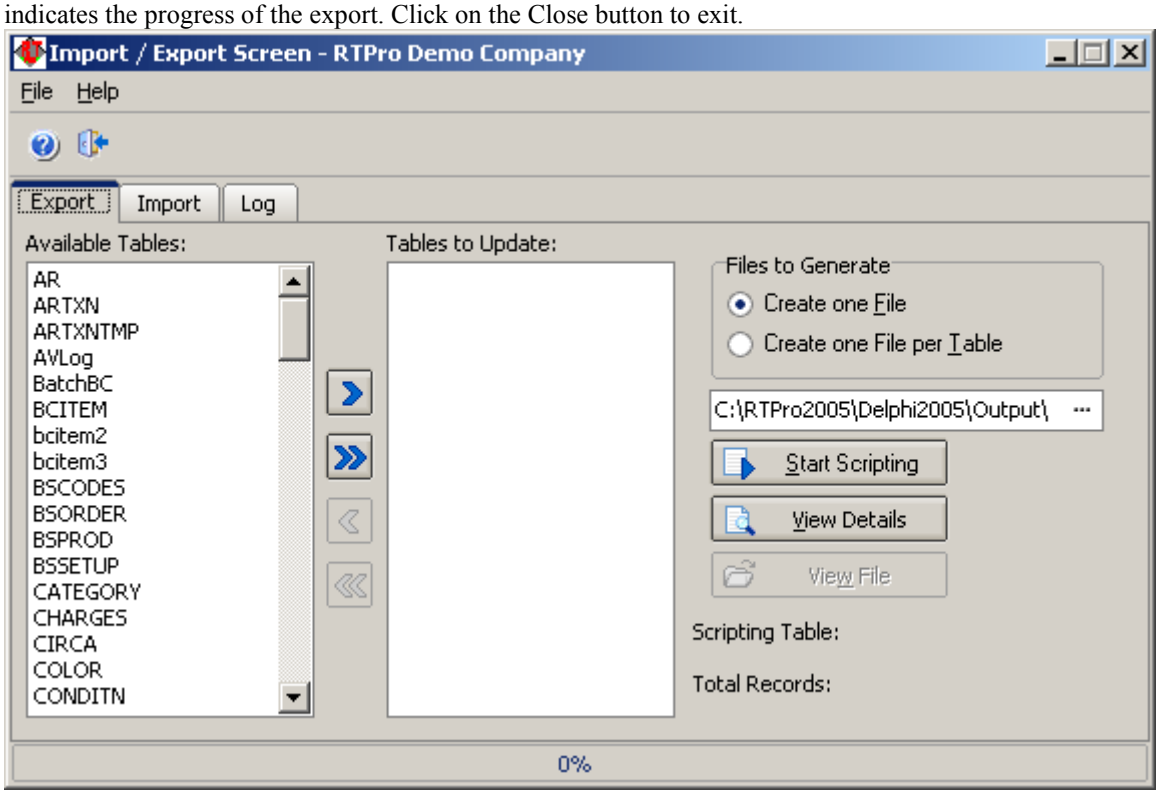
Import/ Export

Import

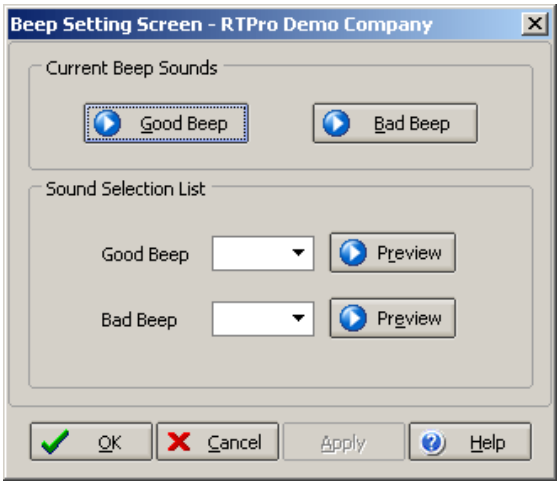
Data records can be exported from RTPro or Imported to. This should only be used with RTPro Assistance. Contact Rental Tracker for more details.

Export

For exporting data of tables, highlight table name in available tables list and Click ">" button. The table name will appear under Tables to Update. Repeat process for each table to be included in the export. To include all the tables click on the ">>" and all the tables will be listed under the Tables to Update area. You also can remove tables from Tables to update list by clicking "<" or "<<" buttons.
The tables can be sent to one file or RTPro can create one file per table.
Choose location and file name to save exported SQL file to. The default file is RTPro.SQL and it will be saved in RTPro folder in Client.
By clicking the Start Scripting button, application will create SQL file and export table data. A status bar indicates the progress of the export. Click on the Close button to exit.



Beep Settings



RTPro can play sounds when scanning barcodes. These sounds indicate if a barcode scan is good or bad. Each workstation can customize its own sound. Currently 20 different sounds are installed in RTPro. User can preview these sounds and choose the desired sound.
On the Beep Setting Screen, the current settings can be previewed. The current sound number appears in the sound selection area when entering this Screen. To preview the current beep, click on the Good Beep or Bad Beep and selected sound will play.
To preview other sounds, click on the next to the good or bad beep preview. A list of possible choices will appear. Select one of the choices and then click on preview button. The sound will play.
Click Apply button, to apply new selected sounds.
The sound uses standard windows WAV files. If you are familiar with WAV files, you can set application to play your own wav files instead of standard ones. You can save your WAV file into RTPro/wav folder replacing one of the current files named 1.WAV ~ 20.WAV.

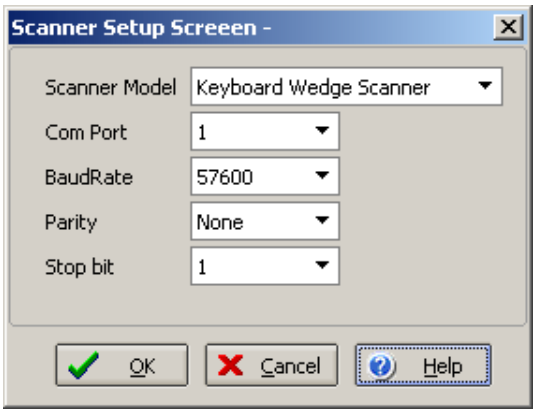
Note: The bigger the wav file, the longer the user must wait before scanning the next barcode.

Camera Setting

For taking photos of your equipment, you should setup a camera or imaging device. To do this, you should first install your camera on client and make sure it is working correctly then go to Camera Selection menu. In a new window, you should see a list of installed cameras or imaging devices that are currently installed on your system. Choose the one that you want to use and click Ok.

Scanner Setting

In this item, you can choose your barcode reader from a predefined scanner list. You can setup your scanner port. You can send inventory data to your scanner, if your scanner has a buffer and can support this feature.

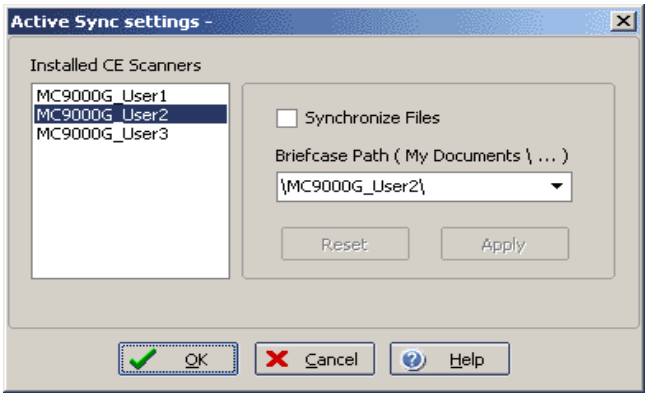


Download Batch Scanner

The function is only available with batch download scanners, which is programmed by Rental Tracker Inc. The batch function allows importing data from batch scanner to a workstation. The feature comes in handy when rental items are located away from the shop and computer. The items can scan using a batch scanner and then the information can be downloaded to the workstation later. See Batch Barcoded Screen for more information.

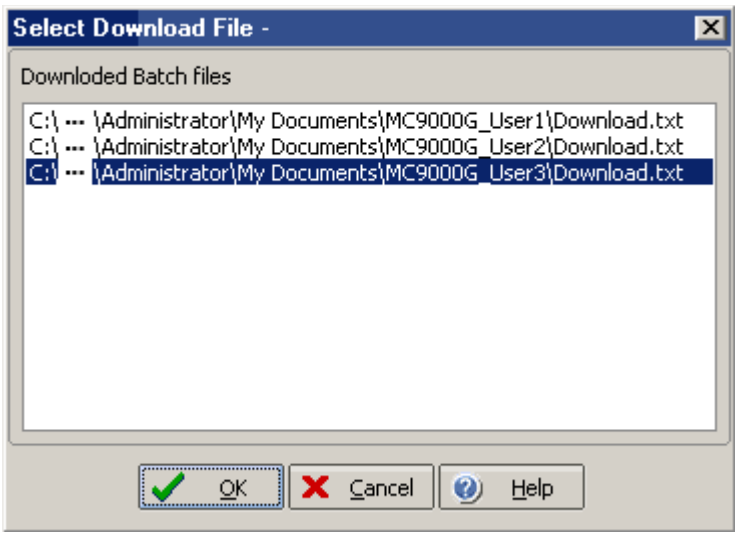
Active Sync Settings

This screen will list all the scanners that are installed into the system. Here, users can synchronize RTPro with listed Scanners.



Select Download File

This screen will list all the files that contain batch data comes from scanners. So, user can select a file from the list and press Ok, then program opens the file into the Batch Barcoded Screen. This screen is accessible for users that have scanners with windows CE installed. (For Example, Symbol MC9000G).
Note: The number of files should be more than one.



Users Currently in RTPro

This function can be extremely helpful many times. If you need to see who is currently using RTPro, click the option, and listed, will be all the users in the system. For example, this could be helpful when performing a backup, as all users must be out of RTPro in order to backup your RTPro files.

Edit Menu

Change Password

The system will prompt for the current password, a new password, and to retype the new password. The change will then take effect.
If a password is forgotten, then a user with access to the user setup must reset the password. To reset the password, select the user, click on edit, and type a new temporary password. The user should then enter into RTPro with the temporary password and change their password. The Passwords are encrypted and not even Rental Tracker Staff will know your password. Refer to Chapter 3 Setting up Users and Security.

View Menu

There are several options available, such as, accessing the barcode search screen, the parent listing, the production listing, the contact listing and sales person listing.

Accessing Barcode

Enter Barcode box will help you look for a barcode number which is available in your inventory. Enter a barcode number and press enter. "Barcoded Rental Inventory Entry Screen" will appear and you may observe the barcoded item in detail.

Help Menu

Contents

Displays help on-line. You can choose this icon by pressing F1 on main menu.

About Rental Tracker Pro

The authorized serial number will be displayed along with the number of user licenses purchased.

Rental Tracker, Inc. Contact Information

The Current Rental Tracker address, phone numbers and employee email addresses listed.

www.RentalTracker.com

If you have an internet connection established on the workstation, by clicking on this option you will be sent to Rental Tracker website.

Email to Rental Tracker

This will bring up an email program, such as outlook. If your workstation has an internet connection, email to Rental Tracker could be sent easily.

Chapter

3

Setting up RTPro

In This Chapter:

Using the Management Menu toolbar
System setup
Translation Table
User Setup
Security
Master Records
Production Records
Vendor Records
Contact Records
Sales Person Records
Billing Schedule option
Move Options
Miscellaneous Options

Administration Module

Rental Tracker Pro has some system values to allow you to tailor the system. This feature allows you to customize your check-in / checkout sheet with your business information, customize how rental values are calculated, customize some features with the check-in / checkout process, and define some calculations for billing and invoicing.

Using the Management Menu toolbar

Below is a description of the Management Menu toolbar. To access the management menu, click on the Administration button from the Main Menu.

Security / Setup

System Setup

This is the system setup option. There are several default settings which must be setup before using Rental Tracker Pro. These system values are useful in tailoring the system to fit your specific business. Please read this section completely before making or creating any new system changes. System changes affect the way the entire system will perform.

Company Tab

Company Name & Company Address

This is your shops name and address. The Company name and address will print in the header area on customer reports. Reports where the company name and address will appear on are the Checkout Sheet, Check-in Sheet, Outstanding Items Report, and the Invoice documents.

The Phone and Fax Numbers

This is your shops phone and fax. These fields will also print on the customer reports.

Company Code

This field is used by Rental Tracker to identify a customer and customization codes for a customer.

Year Start and Month Start

The Year Start and Month Start fields are used within the Accounts Receivable module. When a Month Starts then the previous month is considered closed out.

Company Open on Saturday

Based upon this field the order header's approval date and expected return date on the order information screen may change. If your company is not open on Saturday and the order's approval date or expected ending date falls on a Saturday then the date will be extended out one day. The approval date and expected ending date is the only date effected by the field. If your shop does not want to give customers extra approval dates then do not click on this field.

Company Open on Sunday

Based upon this field the order header's expected return date on the order information screen may change. If your company is not open on Sunday and the order's expected ending date falls on a Sunday then the date will be extended out one day. The expected ending date is the only date effected by this field. If your shop does not want to give customers extra approval dates then do not click on this field.

Barcode Prefix

RTPro has logic written in the application to check for the accuracy of a barcode. When the barcode is scanned the system will validate if the first two digits of the barcode match to the digits entered in the prefix field. The barcode prefix used by your shop should be entered. There can be multiple prefixes used. To specify multiple prefixes, use a comma between. Example 40,20,22

Fixed Barcode Size of 8

If your shop uses barcode labels which are a fixed length eight digits then this field should be checked. This allows for extra validation when a barcode is read by the scanner. The system will not accept a barcode less than eight digits in length. The system will omit a bad beep indicating an invalid read. Rental Tracker recommends eight digits for assisting with validation of barcode scanning.
Password Expires in (Days)
If user passwords should expired after xx days enter in the number of days. If you wish to not have passwords expire then enter in a 0.

Use AKA

This is an optional field, which can be used within the Inventory module. The AKA field was created to store an additional number associated with the inventory item. This is not the barcode number. Perhaps there is an etched number or a number written on the item. Items can be searched by the AKA field from the check out screen, check-in screen and when filtering inventory. To use the AKA field check the box.

Use Deal / Deal Size

This field is optional and is used when productions are created. The Production Codes can be system assigned. A length of the production code can also be specified. If this option is used they should be assigned by the system and the deal type table and deal range table should be setup within the file maintenance module. The deal type table and deal range table is under the rental menu. Here is an example of using the deal option. There can be deal types created such as inter-company or outside rentals. If inter-company productions should be assigned a number by the system from a certain range of numbers, then this can be accomplished by using this option.

Use R.A.

R.A. stands for Rental Agreement. Rental Agreements can be stored on the Order header level. If your department wishes to track rental agreement numbers then this option can be used. To enter in a Rental Agreement see the Order Information Screen.

Use Managing Department

This field allows tracking multiple departments within your shop. If your shop, for example, has a Property Department and a Drapery Department and the departments are treated independently from each other then this option could be helpful. There are various options within RTPro which will allow filtering data by a managing department.

Use Extended Approval

An extended approval is similar to a restocking charge resulting from items being turned in within an approval period. An extended approval is a charge applied to rental items returned within a specified date range.
If an order is setup for approvals and extended approvals then the logic would look as follows:
An order is setup with a pickup date of 08/01/00 and has an approval date of 08/02/00. If there are items returned within the pickup and approval date then a restocking charge will be charged and not a rental charge. If there was an extended approval setup for 08/03/00 then an additional extended approval charge would apply if items are returned on the extended approval date. See Order Information Screen.

Use City/State/Zip

When you want to use city/state/zip in your addressing system, you should check this box. (Example: When adding new parent, if you checked this box, system will ask you for relevant city/state/zip.)

Require Job Type

By checking this item, all orders should have their Job Type defined. This option will force user to choose Job Type of order before saving it.

Auto Logout

Program will automatically close if the system is set to be logged out after a specified time.

Use Strong Password

If checked, users should use strong password while entering into the system. To make a strong password you should meet some requirements which are displayed in front of Use Strong Password check box. Strong password improves your system's security.

Enable Splash Screen

If this option is enabled, before entering into the system a screen appears to show the Terms and Conditions of the company.

Use Image
Check this box if imaging will be used. Rental Tracker Pro supports imaging. Inventory items and Non-barcoded items can be linked to an image. Rental Tracker Pro is compatible with most TWAIN compliant scanners and digital cameras.

Image Path
If imaging is used the directory path where the images will be stored should be entered. All the RTPro users should have access to the image path.

Image save quality
When images are saved each image takes up disk space. There is an image compression feature, which can be set. The compression recommended is 50%. The setting can be adjusted to suit your needs. The lower, the compression percentage the higher, the image quality.

Email Body Is HTML
When this box is checked, RTPro shows HTML editor while sending email inside RTPro so email body will be considered as HTML. When box is not checked, email body will be plain text.

Default Tab
The default values help speed up the data entry process. A default value populates a field on an entry screen. The values once populated on an entry screen can be overwritten and changed.

Default Order Type
When a new order is created the order type will default in from the specified default value. There are four possible values: Hold, Hiatus, Rental and Loan.
A Hold Order is an order that is not leaving the department. The customer perhaps needs to reserve items, the items can be placed on the hold order. A Hold order cannot be billed. A Hold order cannot have items checked in.
A Hiatus Order is an order where activity has stopped. Billing calculations stop when an order is placed on Hiatus.
A Rental Order is the recommended default value. A Rental Order is a regular order. There can be items checked in and checked out. There can be damage and loss charges on a Rental Order. Rental charges can be billed across the order.
A Loan Order is an order that will not be billed for the rental charges. A loan can have items checked out and checked in. Loss and Damage charges can be billed on a Loan Order.

Default Billable Type
When a new order is created the billable type will default in from the specified default value. This field dictates how billing will be handled for the order. There are three possible values: Regular Bill, No charge Rental, No Further Rental, No Charge, No Further Bill.
A Regular Bill is an Order that will be billed for rental charges based upon the billing schedule. This is the recommended default.
A No Charge Rental is an order which will not be billed for Rentals. All other types of charges are billable, such as Loss, Damages, and Miscellaneous charges.
A No Further Rental is an order which will have no further rental billing calculated.
A No Charge Order is an order which will never have bill created against for any type of charge.
A No Further Bill order is an order that will have no further bill created for any type of charge.

Default Production Type
The Production Type is defaulted in when a new production is created. There is a user definable table for Production Types. An example of a Production Type would be Feature, Commercial or perhaps TV. Refer to the Production Type Table for further details.

Default Rental Period
The Rental Period defaults in when a new order is created. The possible choices are Weekly or Production. A customized billing schedule can be setup for each. If there is only one standard billing schedule for your shop, the default billing schedule should be named either weekly or production. The default Rental Period should be the standard billing schedule name.

Default Tax Type
The Tax Type defaults in on the Production Header Screen. There is a tax table which can be maintained within the file maintenance module. Refer to the Tax Type section for further details.

Default Contact Type
A contact type defaults in on the Production Header Screen. The contact type then defaults over from the production header to the order header screen. An example of a contact type would be a Prop Master or Set Dressing order.

Default Managing Department
The Managing Department will default over to the production header to the order header screen. An example of a managing department could be Property or Costume or Drapery.

Weekly Default Days to Return
When an Order is created there is an expected to return date field on the Order header screen. If the Rental Period is Weekly then the Weekly Default Days to Return will be added to the Pickup Date and update the Expected Return Date.

Production Default Days to Return
When an Order is created there is an expected to return date field on the Order header screen. If the Rental Period is Production then the Production Default Days to Return will be added to the Pickup Date and update the Expected Return Date.

Gender Label
There is a table, which can be customized to suit your department's needs. The table is used within inventory. The label of the table can be modified to have more meaning to your shop. For a Costume Shop the label could be 'Gender'. Within the 'Gender' table there can be different values such as, Mens, Women, Unisex, Child, etc. There are several reports, which can be separated by Gender. On a customer Checkout Sheet which list all the items checked out to an order can be separated by gender. For a Property shop the label could be 'Department'. An example of the departments would be Fixtures, Hand Props, Furniture, Floor 1, Floor 3, etc.

Circa Label
There is a table, which can be customized to suit your department's needs. The table is used within inventory. The label of the table can be modified to have more meaning to your shop. For a Costume Shop the label could be 'Circa'. Within the 'Circa' table there can be different values such as 1900s, 1800s, Modern, Character, etc. The values can be used to create a price driven database. For example the category table can be setup with:
Gender - Men's circa- 1920s Category- Shirt Long Sleeve for 35.00 rental rate
Gender - Men's circa- 1990's Category- Shirt Long Sleeve for 20.00 rental rate.
For a Property shop the label could be 'Main Category''. An example of the Main Categories would be Sofa, Table, and Artificial Food. Examples of how categories could be set up are:
Department – Fixtures Main Category – Lamps Category – Table Lamp
Department – Furniture Main Category – Sofa Category – Futon Sofa
The Circa/ Main Category does not appear on any customer reports. The field is used for filter information, locating items and driving prices (optional).

Default the Weekly Rate from the Production Rate?
When inventory items are entered into the system the weekly rate can be populated when the production rate is entered. To use this feature click on the box next to the 'Default the Weekly Rate from the Production Rate' label. After checking the box a percentage must be entered. This is the percentage of the Production rate that will be used to default in the weekly rate.

Default the Production Rate from the Weekly Rate?
When inventory items are entered into the system the production rate can be populated when the weekly rate is entered. To use this feature click on the box next to the 'Default the Production Rate from the Weekly Rate' label. After checking the box a percentage must be entered. This is the percentage of the Weekly rate that will be used to default in the production rate.

Default the Replacement Price from

When inventory items are entered into the system the replacement value of the item is prompted. The replacement price can be defaulted in. The replacement price is a percentage of either the weekly rate or the production rate. For example, if the weekly rate is $10.00 and the replacement value should be $100.00 then the percentage should be 1000%.

Default the Cleaning Cost from

When inventory items are entered into the system the cleaning cost for the item is prompted. Cleaning cost can be defaulted in by a percentage of the weekly or the production.

Calculate Cleaning based on Total Rental Price of the Order?

Select this box if the cleaning cost should be based on the total rental price of the entire order. If this box is checked, then select the percentage that the value should be multiplied by. This percentage will be multiplied against the entire order to calculate the cleaning costs.

Default the Weekly Rate from the Replacement Price

When inventory items are entered into the system the weekly rate can be populated when the replacement value is entered. To use this feature click on the box next to the 'Default the Weekly Rate from the Replacement Price' label. After checking the box a percentage must be entered. This is the percentage of the Replacement rate that will be used to default in the weekly rate.

Display Insurance Expired Warning when creating a new order

On the Production Header screen there is an insurance expiration date. When an order is created the system will warn the user the insurance has expired. The system will not stop the user from continuing it is just a warning. To use this feature checkmark the box.

Default New Packages to Bill Individual

When packages are created there is the ability to charge either the package rate or the individual items rate. The default should be used to set the typical type of packages.

Default Lookup by Production Title

When the Production listing is displayed through Order Processing the default sort can be by production title. If this is not checked the default sort will be by production code.

Default Lookup by Parent Name

When the Parent listing is displayed through Order Processing the default can be by parent name. If this is not checked then the default sort will be by parent code.

Next Package Id

This setting is used for inventory. This number should be set one time and the number should be set to 1. Rental Tracker Pro will increment the package ID every time a new package is added to inventory.

Next Order Number

This number should be set onetime. The recommended number is 100000. When a new rental order is created the number will be incremented.

Next Noncode Number

This is a setting used when adding non-coded items to a rental checkout. The number should be set to 1. Rental Tracker Pro will increment.

Next Preview Number

This number should be set one time. This will make it easier to identify the next preview numbers.

Next Draft Number

This number should be set one time. This will make it easier to identify the next draft numbers.

Next Invoice Number

This number should be set one time. The number should be significantly different then the Next Order Number field. This will make it easier to identify the invoice numbers on various reports.

Next Invoice Batch Number

This number should be set to 1. The system will maintain the number. This is used for batch creation of invoices. Fixed Barcode Size of 8 – If your shop uses barcode labels which are a fixed length eight digits then this field should be checked. This allows for extra validation when a barcode is read by the scanner. The system will not except a barcode less then eight digits in length. The system will omit a bad beep

indicating an invalid read. Rental Tracker recommends eight digits for assisting with validation of barcode scanning.

Next Menubook Number
This setting is used when adding Menu Book to rental category table. The number should be set to 1. Rental Tracker Pro will increment.

Printout Header
RTPro allows the logo and Name/Address header information to be customized for Order and Invoice printouts. User can assign either BMP or RTF file as header of order/ invoice.

CheckOut Tab

Checkout Sheet Footer
This is a free-form text area where text can be entered that will print on a checkout sheet. The information entered can be your shops terms and conditions. The information entered can be customized by font type and size. We recommend tabs not be used within the text area.

Number of Copies to Print
The number of copies usually printed for a checkout sheet can be entered. Values can range from 1 – 5

Separate Checkout Contract
If checked, program prints checkout footer in the new page at the end of checkout sheet report.

Separate Checkout Sheet By Gender
When this option is used the checkout sheets will separate items by the gender. As described under 'Gender Label' this could be the separation of pages by department.

Record and Print Staff that Checkout the Order
Rental Tracker Pro stores the user's information when logging into the system. There could be, however, cases when there is more than one person working on a rental checkout. If 'Record and Print Staff that Checkout the Order' is used then at the time the user enters into the checkout process the user will be prompted 'Enter in initials of staff involved in this checkout'. The initials entered will print on the checkout sheets.

Print Order Description on the Checkout/Checkin Printouts
On the order header screen there is a location to enter in the description of the order. If this option is used the description will print out on the checkout and check-in sheets.

Print Preview of Billing
At the time a checkout sheet is printed there is an option to print a preview of the 1st billing for the order.

Print Total Rental On the Checkout Printout
At the time a checkout sheet is printed the total rental rate of all the items can be printed.

Print Total Replacement On the Checkout Printout
At the time a checkout sheet is printed the total replacement value rate of all the items can be printed.

Print Total Cleaning On the Checkout Printout
At the time a checkout sheet is printed the total Cleaning Cost of all the items can be printed. This would reflect if all the items were returned not cleaned a cleaning cost would be charged. The cleaning cost is stored on the rental transaction.

Print Total Restocking On the Checkout Printout
At the time a checkout sheet is printed the total possible restocking amount for all items can be printed. This would reflect if the items are returned within approval the restocking charge would apply.

Warn for Incomplete Packages at Checkout and Checkin
A package is a group of items which are linked together. For example a Suit consisting of a jacket, vest and pants. If the package is not scanned completely the system can omit a bad beep warning the user the package was not completely checked out.

Round up to nearest
This default is used with the price change feature within checkouts. The value defaults over to price change function. The default also carries over to the print menu within the checkout sheet print.

Checkout Contact Required
When this option is marked in system setup, checkout contact will be required to be entered when a new production has been added. The checkout contact is the customer contact that is responsible for the items. The checkout contact will print on the various customer reports.

Prompt for Checkout Condition
This option will prompt user to choose the condition of checkout through the Rental Checkout Screen. Type of conditions can be selected from the lookup.

Print Tax on Checkout Sheet
If checked, tax amount will be printed on the rental checkout sheet.

Checkin Tab

Check-in Sheet Footer
This is a free-form text area where text can be entered that will print on a check-in sheet. The information entered can be customized by font type and size. We recommend tabs not be used within the text area.

Number of Copies to Print
The number of copies usually printed for a check-in sheet can be entered. Values can range from 1 – 5.

Prompt for Check-in Condition
This option will prompt user to choose the condition of check-in through the Rental Check-in Screen. Type of conditions can be selected from the lookup.

Reports Tab

Shade Percentage
The top header section on customer reports is printed shaded. The shading can be adjusted. Darker shading does not go through very well when reports are faxed.

Description Print Order
The fields that are identified on inventory records print out on customer reports when an item is rented. Rental Tracker Pro allows customizing the sequence of the fields and excluding and including fields on the reports. The first column identifies all the fields included on the printouts and in the sequence in which they will print.
To exclude a field click on the field in the include column and the field will be highlighted in blue. Next, click on the Exclude button. The field will move to the exclude area.
To include a field click on the field in the exclude column and the field will be highlighted in blue. Next, click on the Include button. The field will move to the include area.
To change the sequence on the fields printed click on the field in the include column and either click on the move up or move down button. The field will be moved either up one or down one on the listing.

Save Access Violation Errors in Database
If this box is checked, the system will save Access Violation errors in database automatically.

Billing Tab

1st Billing Cycle, Extended Rentals Label, Restocking Label, Cleaning Label, Loss Label, Damage Label
Within the billing module as charges are calculated the charges will be put into the appropriate charge bucket. Rental Tracker allows customizing the labels for each bucket. The defined labels will be used on screens and printouts.

Fixed Bucket Miscellaneous 1 – 5
Rental Tracker allows defining an additional 5 fixed buckets. All fixed buckets entered will default in on an invoice when created. If your shop normally has fixed type of charges this could be helpful. An example is ‘Shipping’. When an invoice is created the Shipping label will appear on the invoice header screen reminding users the shipping charges should be entered.

General Ledger
If the Accounts Receivable module is used, then the General Ledger can be associated with each bucket. A pull down list is available.

Taxable
The taxable indicator specifies if the bucket should have taxes added to the calculation.
Please Note If tax is indicated on a bucket the tax rate must be setup for individual productions.

Billing 2 Tab

Only Bill Locked Orders
If all orders should be locked before releasing the order for billing then the box should be checked. If this option is used, then at the point an order is locked no additional items can be checked out to the order. At the time the order is locked the order is then released for billing.

Cleaning Across All Items
If your shop normally charges a one time fee across all the items checked out to an order then the box should be checked. This is a default to the order level. The default can be changed at the order level.

Roll Back PO to Orders?
When a PO is input on the Invoice header screen the PO can be rolled back to all orders linked to the Invoice.

Restocking Percent / Restocking Amount
If your shop charges a restocking fee and items are returned within an approval date range then a value should be entered. The value can either be a Restocking percentage of the rental rate per piece or a dollar amount per piece. The default value can be changed on the order level.

Minimum Rental Charge
If your shop charges a minimum rental amount when an invoice is produced then this option could be helpful. The logic behind this option is at the time an order is billed if the 1st time billing amount is less than the minimum rental then the rental amount will be adjusted to equal the minimum rental amount.

Grace Days
There are times when items are returned a day after a billing cycle and the items for the order will be charged an extended billing. If your shop wishes to give customers an extra day(s) to return items before the items will be charged for an additional rental then this option can be used. The number of days entered carries across all orders in the system. The grace date starts the day after the last billing period for the order. If items are returned within the grace period an extended rental will not apply to the items.

Use General Ledger
The box should be checked if the Accounts Receivable module is used.

Default Terms
The Terms should be entered if the Accounts Receivable module is used. The term can be taken from a pull down list. The value can be changed on the order level.

Invoice Tab

Invoice Footer
This is a free-form text area where text can be entered that will print on an Invoice document. The information entered can be customized by font type and size. We recommend tabs not be used within the text area.

Number of Copies to Print
The number of invoice documents usually printed, can be entered. Values can range from 1 – 5.

Invoice Label
The term ‘Invoice’ can be changed to suit your department’s needs. The label will be used throughout the system. For Example some shops may use the term ‘Invoice Support Document’ or ‘Support Document’.

Print Replacement on Backup Document
If this field is check marked then the item replacement rate will print on the backup document.

Print Quantity On Backup Document
If this field is check marked then the total number of items billed on the invoice will print on the backup document. The quantity will print per order and will be a sum of each unique item billed.

Print Total for each Order On Backup Document

If this field is checked the total amount of each order will print on the backup document.

Sort Backup document by Barcode

When this option is checked, program will print the records in the Invoice Backup Document (Detail) in the order of barcode. If your shop uses sets and instant packages then the sets and instant packages will be broken up and separate in barcode order.

Use Upload

RTPro has an invoice export function, which can be customized to export data .If your shop will be using the invoice export, then checkmark this indicator.

Upload Next Batch#

This is the batch number used when uploading. All uploads in one session will mark with this batch no. This batch no. will increment automatically for each upload.

Upload Format

This field indicates the program, which you want to export RTPro data to it. Currently uploads for "Quick Books" is available. If you are interested in exporting invoice information to another accounting package please contact Rental Tracker.

Invoice File 1 – File 5 Upload

Rental Tracker Pro has an invoice export function which can be customized to export out data. If your shop uses the invoice export feature, then the 'Invoice File Upload' field stores the path of where the export file will be copied.

AR Tab

AR Footer

This is a free-form text area where text can be entered that will print on an accounts receivable statement. The information entered can be your shops terms and conditions. The information entered can be customized by font type and size. We recommend tabs not be used within the text area.

Show Payments in AR Statement

The payment detail will print on the customer statements. Otherwise, only the invoices and remaining balances will print.

Labor Tab

Labor Fringe Percentage

Only applies if the Labor Module is used. If additional fringe charges should be applied on the labor amounts, then a percentage of labor charge to calculate should be entered.

Labor Administration Percentage

Only applies if the Labor Module is used. If additional administration charges should be applied on the labor amounts then a percentage of labor charge to calculate should be entered.

Black Time

When an employee clocks in to work prior to the 1st ticket there is a time period which is a black time which is not linked to the ticket. This time can be prep time to gather the materials and information prior to scanning the 1st ticket. The black time can be applied to the 1st employee's ticket of the day. To specify the black time allowed towards the 1st ticket enters in the time on the black time field.

Black Ticket

Similar to Black Time but the time prior to the 1st ticket scanned will be applied to a ticket.

Labor Auto Add Ticket

The system can be setup to have RTPro create tickets with limited information when timecards are entered. On the timecard entry screen there is a ticket field which allows applying time towards a ticket. If the ticket should be created by the system with the basic information, otherwise when a ticket is entered on the timecard screen which does not exist on file, the ticket screen will display and allow the user to enter in the information.

Default Timecard Status

There are 2 statuses for timecards. They are 'entered' or 'reviewed'. If your shop requires timecards to be reviewed then the status should be 'entered'.

Last Pre-Review
This is the last date the timecards have been reviewed.

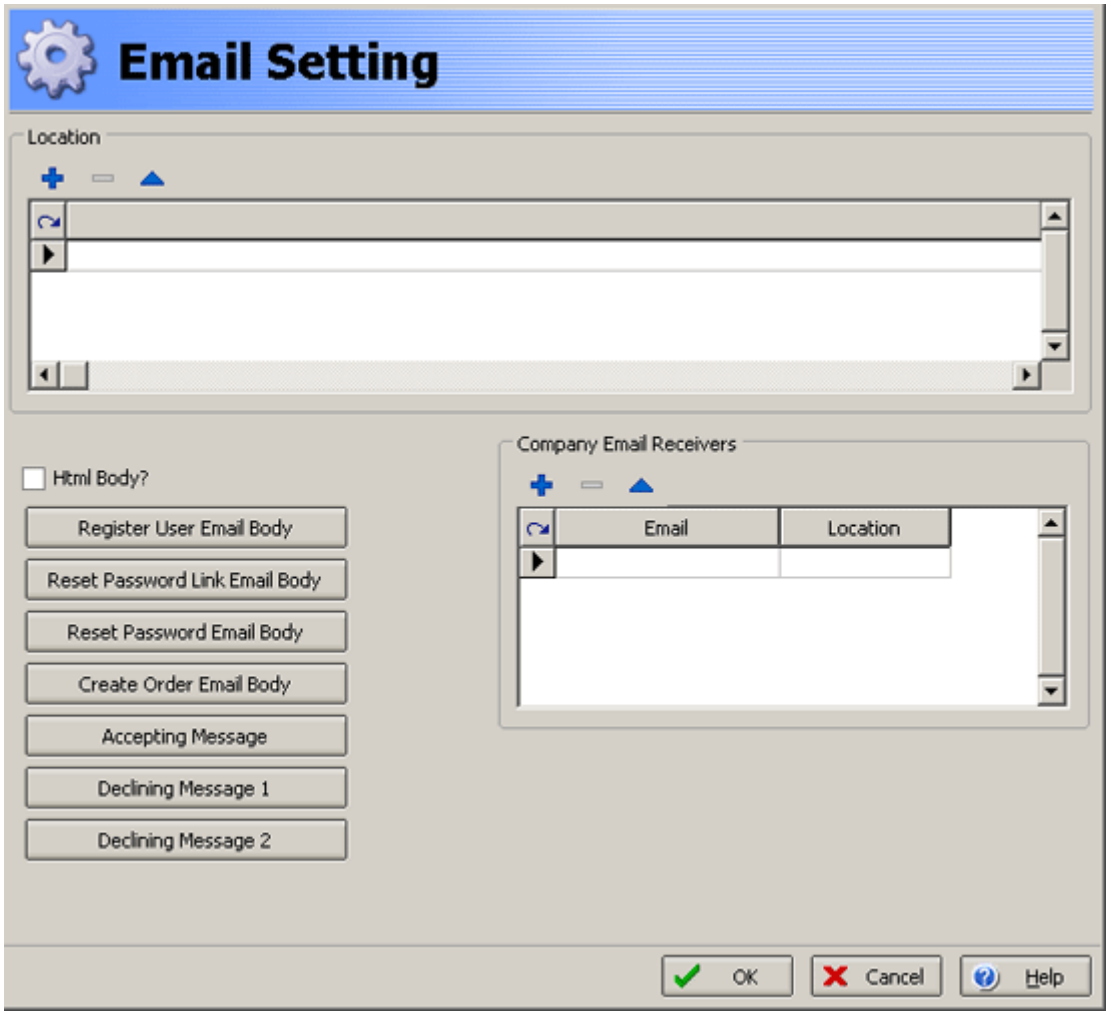
Web Setup

Use Website
If this box is checked, RTPro interacts with company website to sync inventory items with website, manage online orders and …

Company Setup Tab
Company Name and address information that should be displayed on website will be filled here.

Email Setting Tab

RTPro website supports multiple website for different departments; For example a company can have one website for Costume department and another one for Property department. General information for different websites will be entered here.



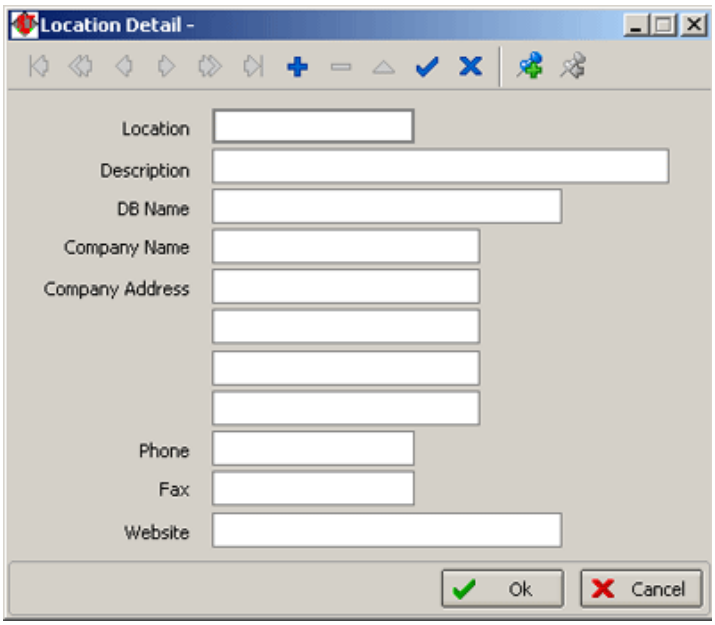
Location Detail

Location
This should match the website name provided by RTPro for each location.

Description
Small description for website location.

DB Name
This is the SQL database name for this location. For example RTPro, RTProC, RTProP or …

Company Name, Address, Phone, Fax and Website
These fields will be printed on website reports for each location.



Email
Rental Tracker website sends email to website users and website managers on different conditions. Company can design the emails and format of email is not fixed so email design can be changed.

Html Body?
This check box determines if the email body should be HTML or plain text.

Register User Email Body
When new user registers, website automatically sends an email including user name and password to registered user. Email body can be designed here.

Reset password Link Email Body
When user change password, a verification link will be sent to user. Email body can be designed here.

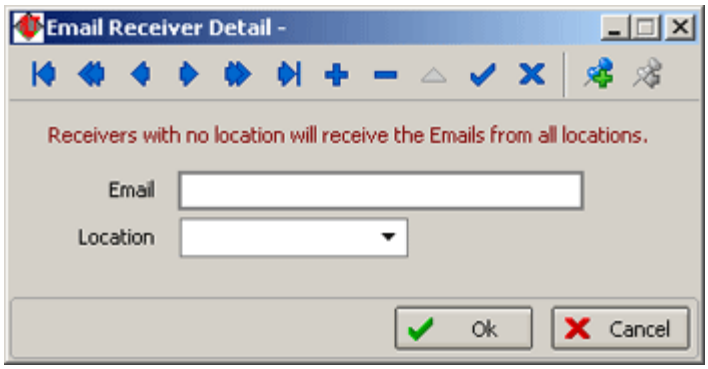
Accepting Message
When company review website order posted by user online, if the order is accepted, this email will be sent to user. Email will be preview on screen before sending to can be changed.

Declining Message 1
When company decline posted order, RTPro let user to select either decline message 1 or 2 to be sent to user. This is the default body for message 1.

Declining Message 2
When company decline posted order, RTPro let user to select either decline message 1 or 2 to be sent to user. This is the default body for message 2.

Company Email Receivers

This is the list of emails for company staff that will receive emails from website when an action happens on website. For example when new order is submitted by user.



Search Tab

Fields To Search

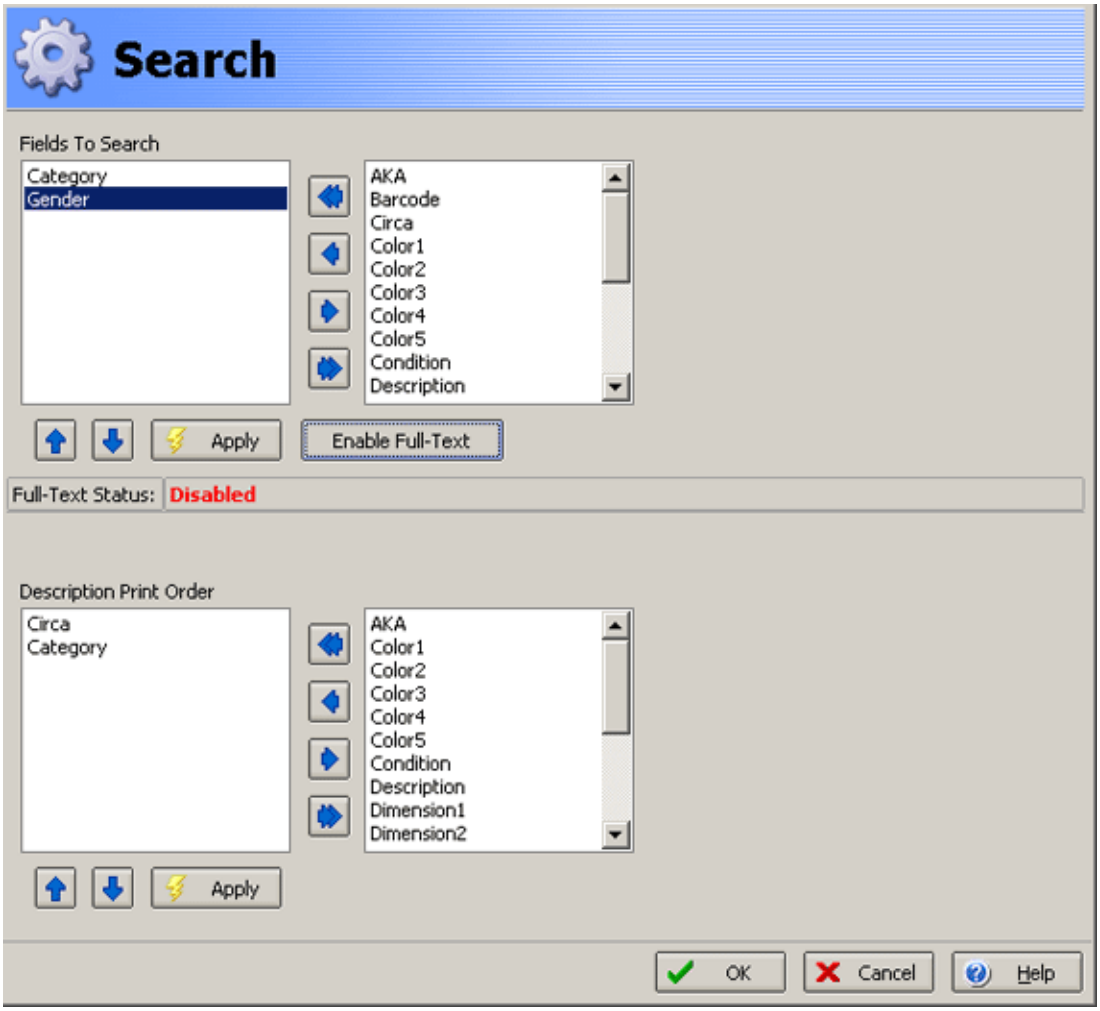
Website users can search for items by a keyword like Sofa or Western Boot. RTPro provides Full Text search feature using different fields. The fields that should be used for full text search can be selected here. Simply move the desired fields to left and press apply when done. This may take several minutes. Full-Text Status will be displayed on screen. When it shows Enabled, means synchronization process is done.

Enable Full-Text

If Full Text feature is disabled on database, this button will enable that.

Description Print Order

In this section, users can define the description of items that will be shown on website. Add desired fields to left and press Apply. This may take several minutes. When it shows Enabled, means synchronization process is done.



Misc Tab

Result Per Page

This is the default page size when users search something on website. If not set, website will automatically assign 10.

Log Exception

If checked, website will automatically log the errors happening on website.

Next Order

Next Order number for online orders coming from website.

Translation Table

Within RTPro, screen labels can be changed. This feature allows for customizing words or phrases to make them more significant to your shop. An example of changing a screen name would be changing the label "Production" to "Customer". Translation changes affect screen labels and reports as specified, wherever the previous entry appeared.

To change a screen label

Click on the +. The Translation Setup Screen will appear.
Enter in the original label name. This original label name should be spelled exactly as seen on the screen.
Enter in the translation name.

Checkmark Partial Match, if you would like the system to change any occurrence of the word in any phrases. For example, if you would like the word “Production” changed to “Customer,” in “Production Type” checkmark “partial match” and put translation for Product as Customer. If partial match is not selected then "Production Type" will not change.

Note: Screen icons that defined as an abbreviation can also be changed.

Note: Translation is case sensitive and user should care about case of words.

User Setup

Rental Tracker Pro is a multi-user system. It will allow you to create ID's for multiple people to use the system. This will give you control on what features and functions an individual can perform using Rental Tracker Pro. Initially, when a new user is created, they are given FULL rights throughout the system. The reason they were given this ability is because there are many functions within the system that the typical user may not understand how to use. As each person’s job function is defined, their security can then be modified to fit the business.

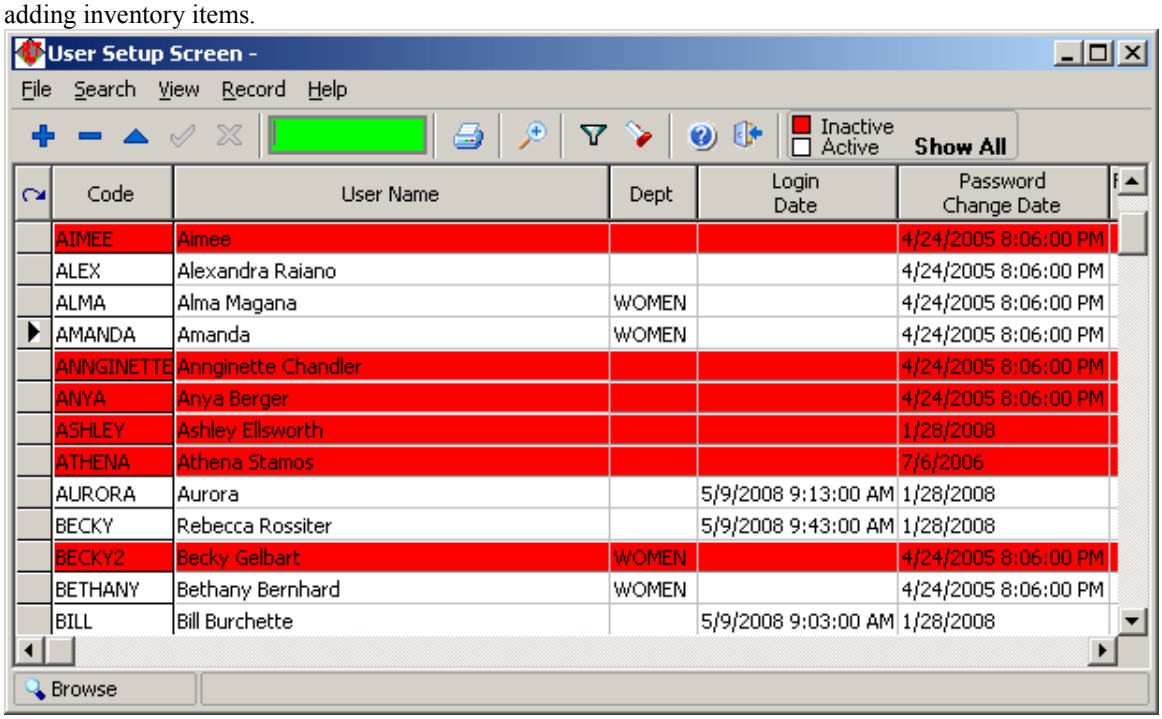
When clicking on the user icon a list of all the users who are authorized to enter into Rental Tracker Pro will be displayed on a listing.

Fields defined on the User screen are:

Code identifies the individual employee. Most of the time, it is the user’s first name.

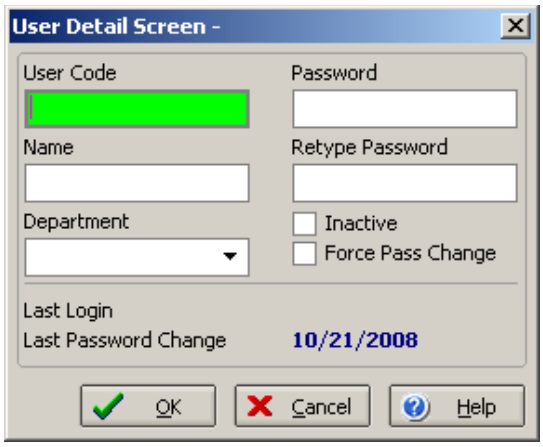
User Name should be the user’s first and last name.

Department/Gender field was intended to restrict user access to other departments. This relates to the Gender/Department field on the category database within file maintenance. If this option is used then a user will be restricted from checking in or out items from another department/gender. The logic also applies to adding inventory items.


User Setup Screen -
File Search View Record Help
Inactive
Active
Show All
Code
User Name
Dept
Login Date
Password Change Date
AIMEE Aimee 4/24/2005 8:06:00 PM
ALEX Alexandra Raiano 4/24/2005 8:06:00 PM
ALMA Alma Magana WOMEN 4/24/2005 8:06:00 PM
AMANDA Amanda WOMEN 4/24/2005 8:06:00 PM
ANNGINETTE Annginette Chandler 4/24/2005 8:06:00 PM
ANYA Anya Berger 4/24/2005 8:06:00 PM
ASHLEY Ashley Ellsworth 1/28/2008
ATHENA Athena Stamos 7/6/2006
AURORA Aurora 5/9/2008 9:13:00 AM 1/28/2008
BECKY Rebecca Rossiter 5/9/2008 9:43:00 AM 1/28/2008
BECKY2 Becky Gelbart WOMEN 4/24/2005 8:06:00 PM
BETHANY Bethany Bernhard WOMEN 4/24/2005 8:06:00 PM
BILL Bill Burchette 5/9/2008 9:03:00 AM 1/28/2008
Browse

To Add a new user

Click on the +.
The User Detail Screen will appear.
Enter in a User Code. This is the code the user will enter when logging into Rental Tracker Pro. Most of the time it is the user's first name.
Enter in the user name. This should be the user's first and last name.
Select the department for the user. This is optional and will restrict the type of access.
Next have the user enter in a password. As the password is entered it will not be viewable.
Save the record. (Refer to Saving a Record)
Inactive – If the user should no longer have access to RTPro the user code should be made inactive. The user cannot be deleted if any records have been written by them
Force Pass Change – if this is checkmarked then the next time the user logs in, the user will be forced to change their password.



Setting Access Rights for Users

To permit or prohibit a user right click on the user name through the User Setup Screen. A pop-up menu will appear and choose Set Rights.
In the opening screen, you have options to:

Grant All Rights

User will have complete access to all areas within RTPro.

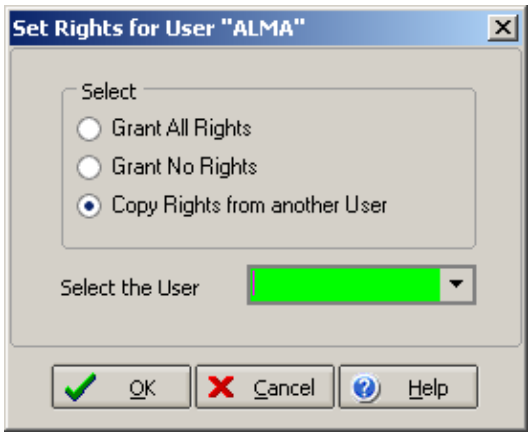
Grant No Rights

User will have no access in RTPro.

Copy Rights from Another User

User will have Rights to have access like the user that is selected form the User/Profile Lookup.

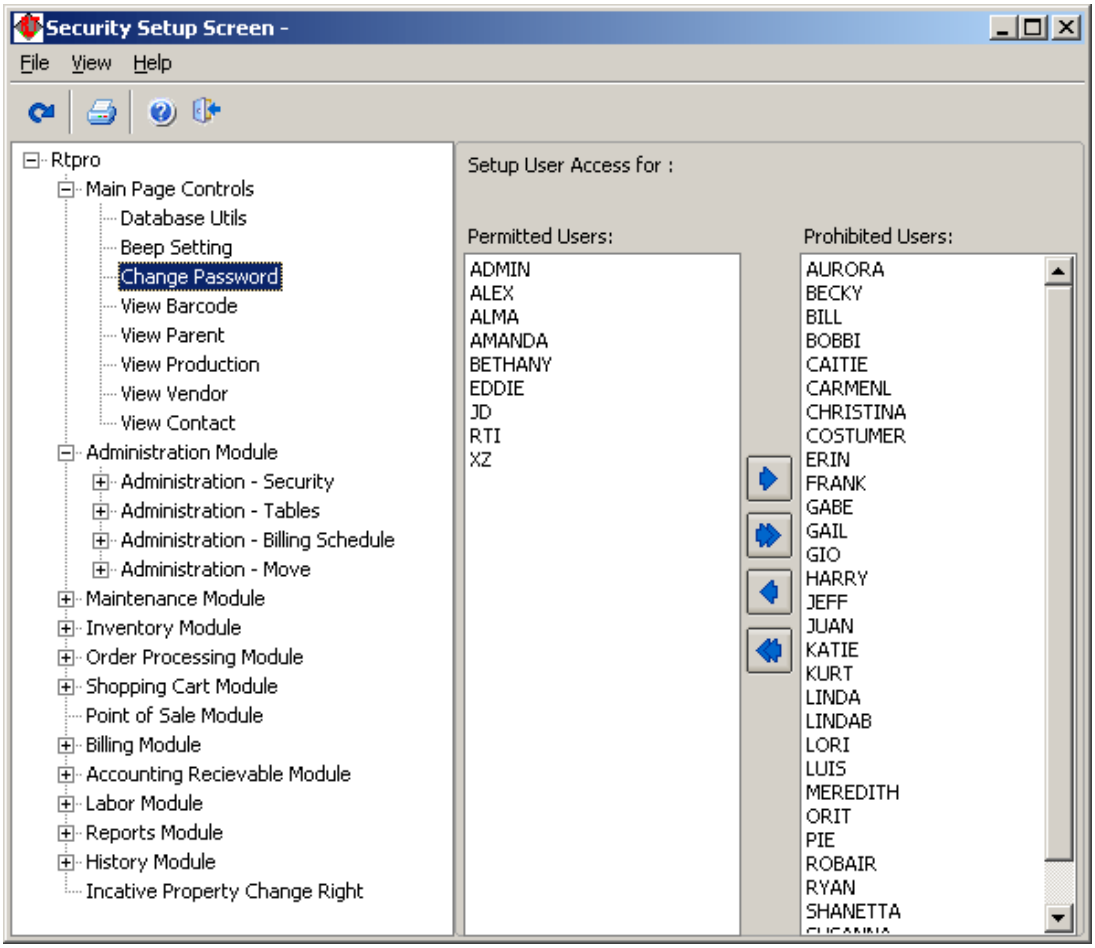
Note: There is an extra field in "Set Rights for User" that can give all defined rights for a user to the selected one.



NOTE: When a user is initially setup, the user will have access to ALL modules. This will give them the ability to have access to the modules throughout the system until the Security Administrator determines which modules they should only have access to.

Security Setup

Security is very important in protecting confidential information. Therefore, Rental Tracker Pro has a security module to block people from accessing specific sections of the program they are not authorized to perform (i.e. changing the weekly rental rate of an inventory item). This section will detail how to adjust user security.



There are several layers of security checks. To view the details of the security tree double click on the + within a listed module. The tree will expand. If a + is listed there are more security lines under the heading. If there is a – then there are no more security checks under the heading. On the right side of the screen the system displays which users are permitted or prohibited from using the function.

To prohibit a user from using a feature

Click on the user's code on the Permitted area.
Next click on the > The user's name will be moved to the prohibited side.

To permit a user to use a feature

Click on the user's code on the Prohibited area.
Next click on the < The user's name will be moved to the permitted side.
The >> moves all users listed on the permitted side to the prohibited side.
The << moves all users listed on the prohibited side to the permitted side.

Note: Use "Refresh the Tree" icon from the toolbar to clear the screen.

New Security in Version

There is an option under View menu of Security Setup Screen called "New Security in Version #". When this menu item is checked, program displays the new Security features in the latest version in a red bold font. This way user can easily detect new security items and assign proper rights to users.

Tables

Master

Master is the top level in customer group. Each master can include many parents, but it is not necessary for parents to have a master. You can add or edit on Master List screen. Enter the code and the name of the new Master.

Parent

Pa Displays all the Parent records in a listing. Parent records can be added, edited and deleted through the parent listing. The Parent is used to define a 3-level hierarchy structure. The Parent level is the top level of a 3 hierarchy structure. It is useful to define a Parent because it allows for reporting based on another level of depth. If a 2 level hierarchy is desired the parent code should be left blank on the production header screen.

Managing Parent Company records

Parent records can be added by clicking on icon. To edit existing records you can double click on them or select record and click on icon. If you want to delete a parent record, you should ensure that the record was not used in productions otherwise, the system will not allow the deletion.

Parent Field Descriptions:

Parent Code – A unique code must be assigned to a parent record. The code should be meaningful and easy for users to identify. Through the system users will be able to sort and filter data based upon the Parent Code. This field is required.

Parent Name – This is the name of the parent company. This field is required.

Parent Address – This field will default over to a production when a new production is added for the parent.

Phone – Enter phone number of the parent company here.

Discount Percentage – The discount percentage represents a rental rate discount. The discount will default over to a production when a new production is added for the parent. If a discount percentage is to be applied across all productions for the parent then this can be helpful. The discount percentage can be adjusted at the production level if needed.

AR combined – Only applies if the Accounts Receivable module is used. If statements are to be printed across a parent and not necessarily a production then the box should be checked.

Notes – Any additional notes can be added to the parent. The parent screen displays additional information. Information displayed is the Month to Date Revenue, Year to Date Revenue, and Cumulative Revenue. The revenue amounts are based upon all the productions for the parent. The calculations are from all the confirmed invoice charges, for all the productions for the parent. Also identified on the screen is the date last of activity for the production.

Production

Pr Displays all the Production records in a listing. Production records can be added, edited and deleted through the production listing.
The Production is the 2nd level of the 3-level hierarchy structure. This level is required. This level is the basically the production information necessary to track orders from. Productions may be active, inactive or closed and their color will change based on legend above the screen.

Managing Production records

Production records can be added by clicking on icon. To edit existing records you can double click on them or select record and click on icon. If you want to delete a production record, you should ensure that record was not used in orders or invoices.

This is the Billing Schedule function. Allows creating a custom billing schedule for the production.

New orders can be added from the Production header screen by clicking on this option. Refer to the "Creating a new Order" section in this chapter.

A list of all Purchase Orders attached to the production will be listed. Through this option Purchase Orders listing Purchase Orders can be added, edited, or deleted. To attach a PO (Purchase Order) to an order this must be done on the order header screen.

Any additional notes can be added to the production. If production has notes on file then a red box will appear on right of screen showing there is a note.
If there is a note for this production, a red box will appear in right of this screen named Production Notes. If this production has parent notes, a red box for it will appear there too.
If production has Blanket Deposit, a red box on right of screen will appear.

Create/Edit Production record

There are two ways to create a new production:
1. Click on plus icon from the Production List in Administration module.
2. You can create a new production through the "Order Processing Screen". In order to add a new production for a parent, first select a parent then use plus icon to create a production. System will ask to confirm creating Production, select yes. "Production Entry Screen" will open. The following fields are available.

Note: You can add a new production without selecting parent.

Production Field Description:

Parent – The parent code will default in if the parent code is displayed on the bottom parent field. The parent code is optional. To select a parent if the parent code is blank and if the production should be linked to a parent click on the ellipse. The parent listing will display and the parent can be selected by positioning the bar on the corrected record and clicking on OK.

Production Code – A unique code must be assigned to each production. This is a required field. The code should be meaningful and easy for users to identify the production. . Through the system users will be able to sort and filter data based upon the Production Code.

Please Note: If your shop deals with episodic TV shows and your shop wishes to track activity for each episodic then the episode number should be incorporated in the production code. For example the show "Sabrina the Teenage Witch" could have the code SABRIN0100. 01 standing for the episode number and 00 standing for the year.

Production Title – This field is required. A recommendation is the production title not start with the word The, An or A. The reason is a production can be searched for by the production title. It will be harder for the users to type and search for records when The, An or A is used.

Billing Name & Address - The billing name and address will default from the parent record if a parent is attached to the production. The billing name and address appears on customer reports such as; checkout sheets, check-in sheets, outstanding sheets, and invoice documents. If a billing name and address defaults from the parent the information can be edited.

Production Type – A production type can be entered or selected from the pull down list.

Shipping Address – The shipping address will printout on customer checkout sheets and on invoice documents.

Production Status – Possible choices are Open or Closed. The system will only allow closing a production if all orders attached to the production are closed. A closed order is an order which has all rental items returned and billing is complete.

Payment Type – The payment types are a user definable listing. Examples of payment types would be Cash, Check, Credit Card. There are several reports which allow printing information for a payment type.

Certificate of Insurance Area

Certificate of Insurance, Insurance Company, Expiration, Amount, Policy# – These fields are all related to insurance certificates. The fields are optional. A report is available identifying what production has an expired certificate of insurance.

Salesperson – This field is used to track the salesperson in your shop which should be given credit for the production. This is not necessarily the person who created the production record. Rental Tracker Pro stores the user who created the production record. The field is intended to track who gets credit for bringing in business to your shop.

PO required – If orders created for the production should have a purchase order then the box should be marked. The system will identify to the users when an order is created that a PO should be required. This is a reference and does not stop the user from renting out items to an order.

Managing Department – The managing department is an optional field. To setup RTPro to use the managing department field, see System Setup Screen. In System Setup screen, the managing department can be used if there is more than one department in the shop. Numerous reports allow separating data by managing departments. Examples of managing departments are Property, Costume, Drapery, etc..

Customizations for Universal – The managing department affects the printout on the invoice (RDO) and on the Orbit report.

Cleaning Across All Items – This option is mostly used in Costume shops. If customer should be charged a onetime cleaning fee across all the items rented, regardless of how the items were returned then the box should be checked. The cleaning calculation is based upon the items cleaning cost price.

Discount Percentage – This value defaults in from the Parent record. This field will default over to the order records. The discount percentage applies to rental charges. The discount will be identified on customer checkout sheets and invoice calculations. The discount percentage applies to all rental charges across all billing cycles.

Charge Type – The charge type can be entered or selected from the table. The charge type can be identified on the production screen. An example of the charge type would be Rentals, Sales, Labor or perhaps Rentals & Labor.

Restocking Percentage / Restocking Amount – The restocking percentage / restocking amount will default over to new orders added for the production. The restocking logic and calculations are at the order level. A restocking charge is if an item is returned within the approval date stated on the order header, then a rental rate will not apply but a restocking charge will apply. The charge can either be a percentage of the rental rate or a dollar amount per piece.

Tax Type – A tax type can be entered or selected from the table. For details regarding the tax type table refer to Tax Type Table

Accounting Contact /Contact Notes– These fields are intended to store the account contact information, such as, the contact name and phone numbers.

Checkout Contact – This is the person responsible for the rental items. This person would be a prop master, set decorator or costumer. The checkout contact defaults over to all new orders created for the production. If the contact changes from one order to the next then perhaps the checkout contact should not be added to the production screen. The contact field is a table driven field. To select a contact click on the ellipse (…). If the contact is not on the list, the contact can be added from the contact listing. Click on the ADD button on the contact listing.

Job Type – The Job Type can be used to identify what the order is for. Examples of job types are Set Dressing, Property, Labor or Costume.

Credit Approved / Credit Thru – These are reference fields. If the credit thru expires the system will not stop users from creating orders.

Expected Wrap Date – This field defaults in from the creation date plus the number of days expected to wrap. The number of days expected to wrap is stored in system setup.

Terms – This is payment terms. The terms are used within the accounts receivable module. The terms are used to determine the aging of invoices for a production.

Under the Setup / List Menu

Billing Schedule
This function allows creating a custom billing schedule for the production. The function is identical to the billing schedule icon.

Labor
Labor – The function is only available if the Labor module is used. The labor function allows setting up billable rates for labor types of charges. An example would be Alterations could be charged at $35.00 and hour, versus manufacturing garments could be at $20.00 an hour. When clicking on the Labor option a listing of all the labor charge types entered for the production will appear. At the top of the screen are two fields. One is Administration Charge Percentage and the next is the Rate Type. The Administration Charge Percentage is an additional amount which should be charged to each hour performed. This is to handle the additional overhead associated with each hour of labor worked. The Rate Type determines how to bill the charges. The possible choices are:

Actual – Only the billable hours will be charged. No administration or fringe will apply.

Actual + Fringe – The billable hours will be charged allow with the Fringe. The fringe is a percentage applied per billable hour. The percentage is established in System Setup under the Labor tab.

Actual + Fringe + Administration – the billable hours will be charged allow with the fringe and administration cost. The administration cost is the percentage specified in the "Administration Charge Percentage". This will be a percentage added to each billable hour.

Adding a Billable Charge Type
From the Production Header Screen click on the Labor Menu. Next click on the Labor option. A list of the labor charges established for the production will be displayed in a listing. Click on the + icon. The Production Labor Setting Screen will appear. Prompted are the following:

Job Type – This is the type of work performed. Click on the lookup for the possible choices. To add choices to the Job Type Refer to the Labor Module.

Regular Rate – The regular rate will be charged for each regular hour worked. An Employee's time is entered within the Labor Module.

Overtime Rate – The rate will be charged for each overtime hour worked. An Employee's time is entered within the Labor Module.

Double Time Rate- The rate will be charged for each double time hour worked. An Employee's time is entered within the Labor Module.

Flat Rate – A flat onetime charge will be billed for the type of job performed.

Labor Charge
The timecard entry screen will appear. Timecards across a production can be viewed. Timecards can be viewed across a date range, employee id, or ticket id.

Labor Tickets
The job tickets entered across a production can be viewed. Job tickets can be listed across a date range.

PO Listing
A list of all Purchase Orders attached to the production will be listed. Through the Purchase Orders listing Purchase Orders can be added, edited, or deleted. To attach a PO (Purchase Order) to an order this must be done on the order header screen.

Deposit Listing
A list of all Deposits attached to the production will be listed. Through the Deposit listing, Deposits can be added, edited, or deleted. To add a Deposit to an order this must be done on the order header screen.

Deal Type Entry Screen
When a user tries to add a new production, the "Deal Type Entry Screen" will appear if "Use Deal" checkbox is checked in System Setup. Here, deal type can be selected from a lookup table.

Agreement
An agreement is an arrangement your department has made with a customer. There are 3 types of agreements. The types are FLAT or Depleting Deposit. An agreement can be created for an entire production or on an order level. The logic behind an agreement is the system can track the activity against agreement amount. Multiple Agreements can be setup.

History Menu
Restore From History
If a Production has been closed and moved to history, the production can be restored to a live production by using this option.

Vendor

Displays all the Vendor records in a listing. Vendor records can be added, edited and deleted through the vendor listing. The Vendor List is used to determine where inventory items were acquired. The Vendor List is useful to track commonly used vendors from which inventory items are purchased from.

Managing Vendor records

Vendor records can be added by clicking on icon. To edit Existing records you can double click on them or select record and click on icon. If you want to delete a vendor record, you should ensure Vendor record did not use in Inventory Items.

Vendor List Field Description:

Code - Enter a code that will easily identify the vendor. This is alphanumeric field and is 10 character in length.

Name - Enter the vendor's name. This is a 30-character field.

Inactive - Check this field if you would like to make this user inactive. Checking this field on will not allow using the vendor record on any entry screens.

Address (1-4) - Enter the address of the Vendor. The address can be up to 4 lines.

Contact - Enter a contact person's name for this vendor. Usually, this is a person that you normally deal with.

Phone - Enter the phone number of the contact person.

Fax – Enter the fax number of the contact person.

Tax-ID – Enter the Tax-ID for this vendor. This field is important to track taxes from purchases.

Notes – Enter additional notes for this record. These are internal comments and will not print on any customer reports.

Contact

Displays all the Contact person's records in a listing. Contact records can be added, edited and deleted through the contact listing.
The Contact List is used to link a contact person on orders. This contact person is used to track who checked out items on an order and can be used to determine who is responsible the order. This would be Costumer, Set Decorator, Prop Master, etc.. The revenue generated by contact and the orders linked to the contact are available in the system.

Managing Contact records

Contact records can be added by clicking on icon. To edit Existing records you can double click on them or select record and click on icon. If you want to delete a contact record, you should ensure contact record was not used.

Contact List Field Description:

Code – Enter a code that will easily identify the contact. This is alphanumeric field and is 10 characters in length.

Contact Name - Enter the contact person's name. This is a 30 character field.

Job Title - Enter the contact person's job title.

Inactive – Check this field if you would like to make this user inactive. Checking this field will not allow using the contact on entry screens.

Address (1-4) Enter the address of the Contact person. The address can be up to 4 lines.

Phone – Enter the contact person's phone number.

Fax – Enter the contact person's fax number.

Pager – Enter the contact person's pager number.

Notes – Enter additional notes for this record. These are internal comments and will not print on any customer reports.

Sales Person

Displays all the Sales person records in a listing. Sales person records can be added, edited and deleted through the Sales listing. The Salesperson List is used to track the person in your shop who gets credit for the revenue generated against orders and productions.

Managing Sales Person records

Sales Person records can be added by clicking on icon. To edit Existing records you can double click on them or select record and click on icon. If you want to delete a Sales Person record, you should ensure Sales Person record was not used.

Salesperson List Field Description:

Code – Enter a code that will easily identify the salesperson. This is alphanumeric field and is 10 characters in length.

Name – Enter the salesperson's name. This is a 30 character field.

Notes – Enter additional notes for this record. These are internal comments and will not print on any customer reports.

Billing Schedule

A billing schedule is used to define billing periods. Rental Tracker Pro has incorporated the use of templates to create flexible billing schedules across multiple orders.

Billing Schedule Codes

Codes can be defined to identify the different types of billing schedules. There should be a billing schedule labeled WEEKLY and if your shop uses rental period production then there should be a billing schedule labeled PRODUCTION. Other types of codes could be STUDENT or EMPLOYEE. When the billing schedule code is created the following fields are prompted:

Code – This is the code which will identify the billing schedule.

Description – This is the full description of the billing schedule.

Billing Schedule Action – The field handles how to continue with billing an order. Possible choices are Loop or Stop.
Loop means to repeat the billing cycle if there are charges due for the next billing cycle.
If Stop then no rental charges will be calculated after the specified cycle.

Cycle# - This field relates to the Billing Schedule Action. The cycle specified is the loop or stop cycle.

Billing Schedule Templates

Once the billing codes have been setup, you will next need to setup the actual billing schedule templates. These templates will be applied to orders for billing. (For example: Cycle 1 – Defined as 10 days billed at 100% of the weekly rate. Cycle 2 – Defined as next 10 days billed at 50% of the weekly rate. Cycle 3 – Repeat of Cycle 2 until items are returned)

Creating a template
The following fields are prompted:

Code – The billing schedule codes.

Cycle – The billing cycle period. There can be no gaps within the cycle numbers for a given billing schedule.

Number of Days – This is the number of days for the cycle.

Bill Type – Identifies the charge rate type to be used for the cycle. The choices are weekly, production or difference. The weekly and production rental rates calculate off of the rental checkout transaction records. The difference is the amount difference from the weekly to production.

Percentage – This is the percentage of the Bill Type rate specified.

Move

Move Order To Another Production

This option allows moving an entire order to another production. Orders which do not have an invoice created can be moved. If an order is moved all the rental transactions will also be moved. The system will prompt for the order number and the Production, the selected order should be moved to. This function is helpful when orders are accidentally created under the wrong production.

Move Production To Another Parent

This option allows moving an entire production to another parent. Productions can be moved at any point. If a production is moved all the rental orders, all the invoices, all the deposits, Purchase Orders and rental transactions will also be moved. The system will prompt for the production and the parent, the selected production should be moved to.

Move Closed Productions To History

This option moves Productions which have been marked as closed to the history area. Over a period of time as Productions are added to the system the production listing increases in records, making the data cluttered with old productions. Productions can be closed. Once closed, the closed productions can be moved to history. The moved productions will not be referenced on any active productions listings. The moved productions will be viewable from the history module. When a production is moved to history, all data related to the production is moved to history. This includes orders, invoice, deposits, notes, purchase orders, and rental transactions.

Misc.

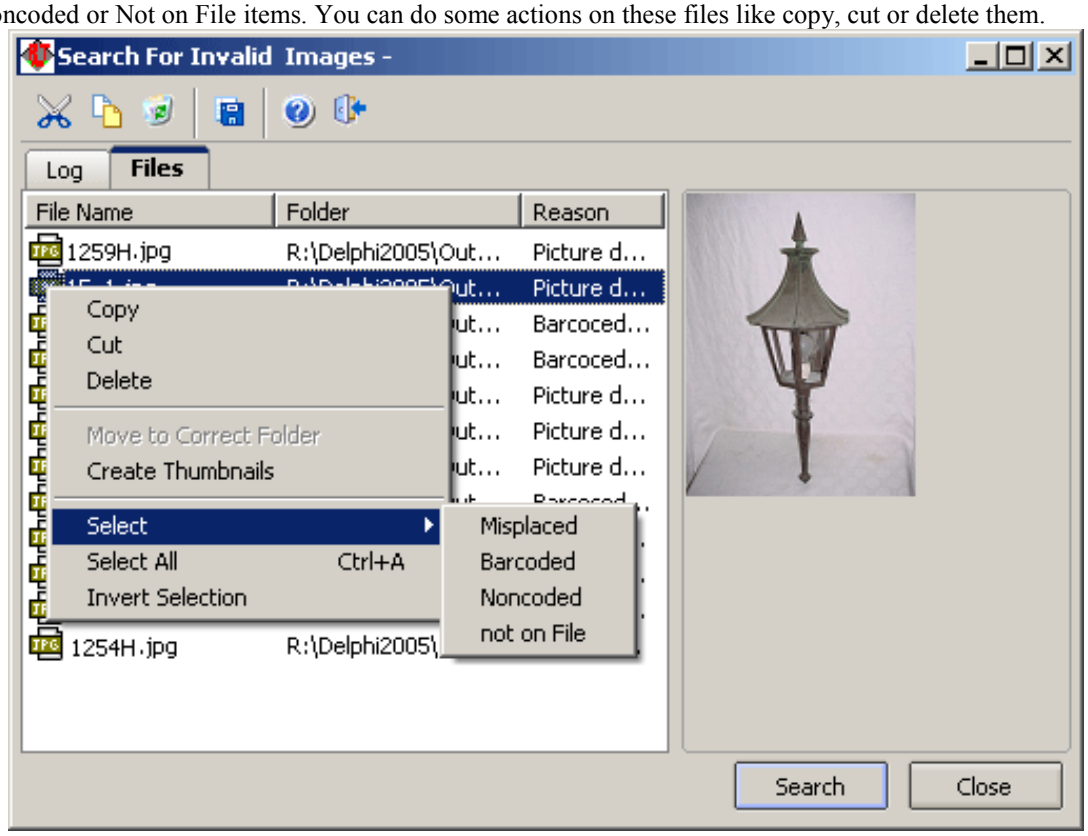
Mark Orders as No Further Bill

This option will mark the status of orders for a production as no further bill. When using this option orders related to a production will not be billed any more. If you try to bill an order from order processing screen, you will get the following message: (Error: Billable status of this order is marked as No Charge or No Further Bill). You can choose your desired production from the lookup table.

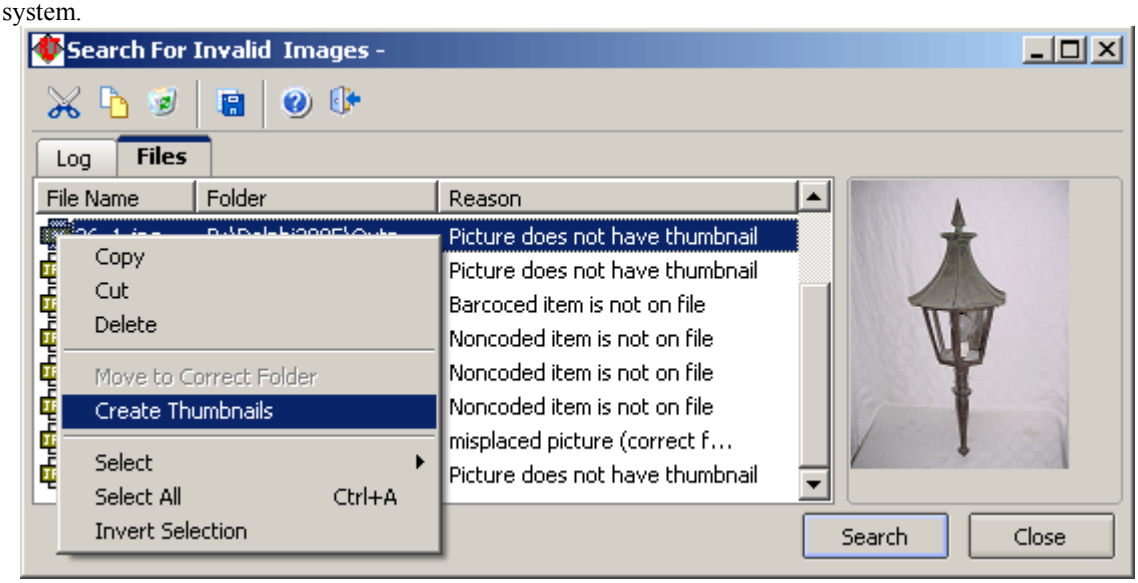
Picture File Utility

Picture File Utility screen will search for the pictures that their barcoded or noncoded items are not used in the system or items with misplaced picture and pictures which do not have thumbnail.

In the Files tab you can see the invalid images that are used in the system. Also, the error message of each file can be seen through the Reason column. There is a right click menu to select Misplaced, Barcoded, Noncoded or Not on File items. You can do some actions on these files like copy, cut or delete them.



Through the right click menu you can create thumbnails for those images that have no thumbnail in the system.



Chapter

4

File Maintenance

In This Chapter:

Introduction to File Maintenance
Rental Menu
Types Menu
Utilities
Macro

File Maintenance Module

In order to begin entering inventory items into Rental Tracker Pro, the description tables must be setup in advance. It is essential that these tables be setup completely because they will be used to describe inventory items. The descriptions should be short, but meaningful to you and your customers. In addition, the category table can be used to provide a price guideline for the data entry staff. Below is the File Maintenance Menu and toolbar. These visual icons are a shortcut to some of the tables. Under the Rental and Types option are several tables.

The category table contains all the types of inventory items which can be entered into the system. The category table is one of the most important tables used in RTPro. Much thought should be put into designing the Category table. The category table can be setup to drive prices for items and to allow separating items on checkout sheets.

Displays all the color records in a listing. Color records can be added, edited and deleted through the color listing.

Displays all the material records in a listing. Material records can be added, edited and deleted through the material listing.

Displays all the pattern and style records in a listing. Pattern and style records can be added, edited and deleted through the pattern listing.

Displays all the General Ledger records in a listing. General Ledger records can be added, edited and deleted through the gender ledger listing.

Table and functionality consistencies

CODES throughout the system are always alphanumeric and 10 characters in length. Codes should be meaningful when created. The code does not printout on any customer reports.

DESCRIPTIONS are always 30 characters in length. The description is printed on customer reports.

Rental

The Gender/Department, circa/Main and Category tables are used within the inventory section when creating barcoded inventory items. There is a relationship between the 3 tables Gender/Department, circa/Main and Category. Please read the following before deciding how your tables should be setup. You will see how the Gender/Department and circa/Main and Category tables are used together within the Creating Inventory Items.

Category Table

The category table contains all the types of inventory items which can be entered into the system. The category table is one of the most important tables used in RTPro. Much thought should be put into designing the Category table. The category table can be setup to drive prices for items and to allow separating items on checkout sheets.

When a Category is entered there are 3 codes which make up a category. They are Gender/Department, Circa/Main and Category Code.

Gender	Circa	Code	Description
FURNITURE	TABLE	COFFEE	Coffee Table
MEN	1500S	BALDRIC	Baldric
MEN	1500S	BELT	Belt

Table Fields

Gender/Department – The possible choices are viewable when clicking on the ellipse. If the choice is already known by typing in the code, the system is designed to auto-populate the field. In other words as soon as the user starts typing the system positions to the closest occurrence of the code. For example, if M is typed the system positions to MEN.

Circa/Main – The choice can be selected or typed in.

Code – The code should be meaningful and should describe the type of item. On the inventory screen the code will be typed in when barcoded inventory items are entered.

Description – The description is what the item is. The description prints out on all customer reports. The description should thoroughly describe the item. Examples for Costume are: Shirt Short Sleeve, Dress Day, Dress Evening. Examples for Property
are: Loveseat, Arm Chair, China Cabinet, Dinner Plate.

GL Account – This field is required if the Account Receivable module is used. The GL account for this type of item will default in on an inventory record when an inventory record is added. The GL account determines what revenue bucket rental charges should
go to for this particular type of item.

Barcode – If the type of item should only be used for barcoded items and never for non-barcoded items then the box should be checked. To check the box click with the mouse on the field or use the spacebar, a check mark will appear.

Weekly Low, Weekly High – If there is a weekly range of prices for the type of item, the low price and high price can be setup. The higher price will default in when an inventory item is entered. The price range can be viewed from the inventory screen.

The weekly low price is an optional field. The Weekly High price is required. Even if your shop does not need prices defaulted in, the system requires a weekly high price. An amount should be entered, perhaps 1.00 be place in the weekly high price field. At the time inventory items are entered the weekly high will default over and users should be trained to edit the prices on the inventory level. The users should be trained to always adjust 0.00 prices. A 1.00 is easier to identify on certain reports in the event the price edit was overlooked.

Production Low, Production High – If there is a production range of prices for the type of item the low price and high price can be setup. The higher price will default in when an inventory item is entered. The price range can be viewed from the inventory screen. The production low price is an optional field. The production high price is required. At the time inventory items are entered the production high will default over and users should be trained to edit the prices on the inventory level. The users should be trained to always adjust 0.00 prices.

Clean Low, Clean High – These are optional fields. If your shop charges cleaning cost for items if the items are returned not cleaned then this field can be very helpful. The system will default over the higher price when inventory items are entered.

Non-coded Quantity – This is an optional field. If your shop would like to store how many non barcoded items you have for a certain category then the quantity can be entered. There is no logic behind the amount. The system does not check for the availability of an item nor give statistical information.

Location – This is an optional field. If a certain type of item is located in a designated area within your shop, then the location can be entered. The location will default in to the inventory record when a record is entered.

Approval – This is an optional field. The definition of an approval is if an item is returned within a certain amount of time then a rental rate will not be charged and an approval/restocking charge will be charged. To

setup a rental order with an approval date, see creating a Rental Order for details. If a certain type of item cannot be given an approval period then this box should be check marked. If the box is check marked then the rental rate for these types of items will always be charged and never the approval rate. If your shop never allows approvals for any items the field can be ignored and when rental orders are created, the order can be specified with no approval.

Menu Book – If Menu Book should be used in the system, press on (+) icon closes to this field. Program will populate the next menu book number with prefix MB automatically.

Don't show on Website – If Website feature is used, this field determines if the items belong to this category should be displayed on website or not.

Update Prices

All prices for the selected category can be updated through the Update Price Screen. You can select this option under Update Prices menu.

Rental Inventory Records

In this screen the price of rental items belong to a category can be updated. First select an item from the list, and then enter the new prices. You can find this screen under Update Prices menu or simply press F5 through the Category Entry Screen.

Rental Package Records

The price of each package belongs to a category can be updated. Select your desired package from the list, and then enter the new prices. You can find this screen under Update Prices menu or simply press F6 through the Category Entry Screen.

Print Category Table

Category table can be printed using printer icon through the Category Entry Screen. Users have options to include prices in the report and separate the printout by Gender and circa.

Print Menu Book

If menu book is defined in Category Table, it can be printed using "Print Menu Book" option. Users have option to print each circa on a separate page.

Circa Table

This table can be designed to help defined the types of items within the system. The title for this table can be changed within system setup. Refer to System Setup for changing the label title. The values for this table never printout on customer reports. These values are strictly used within the department to help guide the user to make appropriate choices. For Costume the table can be setup as the circa (era of clothing). Examples would be 1500s, 1990s, Modern, and Character. The reason why the costume shop might use the table this way is perhaps a 1500's Mens Shirt is a different price then a 1990s Mens Shirt, therefore using this type of setup could help the users determine the prices of certain items. For the Property department the table could be used differently. The table can be setup as the Main Category. Examples would be Tables, Chairs, and Dinnerware.
The Circa/Main Table consist of two fields Code and Code Description.

Color Table

This table stores all the possible colors which can be used to describe an inventory item. The table consists of a code and description. It is recommended that if Light, Med, Dark colors are used that the codes be setup for example as follows:

Code Description
BLUE Blue
BLUED Dark Blue
BLUELT Light Blue
GREEN Green
GREENDK Dark Green
GREENLT Light Green

The reason for this method is when filtering inventory it will be easier to select ranges of the filter. For example, in filtering, if you would like to see how many blue dresses you have the filter on the color would be from BLUE through BLUELT.

Material Table

This table stores all the possible materials that can be used to describe an inventory item. The table consists of a code and description. Examples of materials are cotton, silk, plastic, and glass.

Pattern Table

This table stores all the possible patterns which can be used to describe an inventory item. The table consists of a code and description. The pattern table can also store styles. Examples of patterns are contemporary, abstract, pinstripe, floral.

Gender Codes

This table contains values which can be used to help describe an inventory item. The label for the table can be customized to suit your shop. Refer to System Setup for changing the label title. For a Costume shop the label might be titled GENDER and for a Property shop the label might be Department. Examples of Genders values would be Mens, Women, Children, and Unisex. Examples of Department values would be Furniture, Hand Props, Fixtures, and Rugs. The system can be setup to separate items when printing out on some customer reports. For example on the checkout sheets the items can be grouped and printed out by Gender. So for Costume all the Men's items would print together and all the Women's would print together. For Property all the Hand Prop items would print together and all the Furniture items would be printed together.
The Gender Table consists of three fields Code, Description and GL Account.

Condition of Item Codes

The Condition of item is used when an inventory item has been entered. This is useful to determine the condition of items when screening for a particular type of an item.

Condition of Item Field Description:
Code - Enter a code that will easily identify the condition of an item. This is alphanumeric field and is 10 characters in length.
Description - Enter a description for this condition. This is a 30-character field.
Inactive - Check this field if you would like to make this condition of item inactive. Checking this field will not allow using the record on any entry screen.
Notes - Enter additional notes for this record. These are internal comments and will not print on any customer reports.

Misc. Charge Table

The miscellaneous charge table contains all the types of miscellaneous items which can be entered into the system. The miscellaneous charges are applied to an order through the MISC option on the order processing screen.

No Charge Days Table

No Charge Days are free days given to a customer when billing occurs. For example if your shop is closed on Christmas then a free day is given to a customer. So if the billing was for 1 week then the customer gets 1 week plus one day for the rental.

Job Type Table

This table consists of a code and description. The table is used within the production header which defaults to the order header screen. The job type can be used to specify what type of job an order is. Example would be Set Dressing, Costume, Property, Special Effects, Labor, etc.

Types

General Ledger Table

Table used if the Accounts Receivable module is used. The General Ledger table stores the chart of accounts. The table consists of a code and description. Examples of General Ledgers are Men's Rentals, Women's Rentals, Loss, Damages, Freight, and Alterations.

Tax Codes

The Tax Codes are used to define the type of tax that can be applied to an order. The tax rates can also be used to define Canadian taxes. Multiple Tax Rates can be supported and setup in Rental Tracker Pro.

Tax Codes Field Description:

Code - Enter a code that will easily identify the general ledger account. This is alphanumeric and is 10 characters in length.

Description - Enter a description for this condition. This is a 30-character field.

Rental Rate is the tax rate for rentals. The tax rate will be applied to the rental charges.

Sales Rate is the tax rate for sales. Sales items are items checked in as a loss.

Rental Rate 2 is for countries that support a double rental tax rate, such as GST and PST.

Sales Rate 2 is for countries which support a double sales tax rate, GST and PST.

Rental Tax on Tax - If tax rate 2 should be applied after the rental tax amount from tax one has been added to the rental charges.

Sales Tax on Tax - If tax rate 2 should be applied after the sales tax amount from tax one has been added to the sale charges.

Pay Type Codes

This table should store all the valid types of payments. The table consists of a code and description. Examples of payment types would be Cash, Company Check, COD, and Credit Card. When productions are entered into the system, the payment type is prompted. The payment type is rolled over from the production to the order header and to the invoice header.

Terms Table

Table used if the Accounts Receivable module is used. The table consists of a code and description. Examples of terms are Net 30, Net 60.

Managing Department

The table consists of a code and a description. The table is intended for uses in a multi-departmental department. Through out the system data can be viewed and reports can be printed across a managing department. Examples would be Property, Drapery, and Costume.

Production Type Codes

The Production Types are used to describe the type of production. The production type is used to determine the number of approval days before billing would start.

Production Type Field Description:

Code – Enter a code that will easily identify the production type codes. This is alphanumeric and is 10 characters in length.

Description – Enter a description for this production type. This is a 30 character field.

Approval Days – Enter the number of days before this order begins its billing period.

Inactive - Check this field if you would like to make this production type inactive. Checking this field will not allow the use of the record.

Notes - Enter additional notes for this record. These are internal comments and will not print on any customer reports.

Charge Type Codes

The fields on the Charge Type table are:
Code identifies the charge type.
Description of the charge type.
Charge Type the possible choices are Rentals, Labor and Rentals & Labor.
The charge type is used within the PO entry screen. The charge type is used as a reference to note what type of charges the PO is to be used for. There is validation within the Labor module. Timecards and tickets cannot use a PO which is specified as Rentals only.

Utilities

All options under utilities should be used with Rental Tracker Staff assistance.

Delete Previews
This item will delete all Previews that you have in your system. Enter the "AS of Date" and then press Ok.

Macro

There are two fields on the macro setup table, key and substitute text. Macros are used within the free form description field on the inventory screen. When a macro is typed in on the inventory description field the system will replace the macro with the substitute text of the macro. Macros can be helpful to maintain consistency.

Examples of macros are:

Key	Substitute **Text**
Sleve	Sleeve
Plt	Pleated
Cuf	Cuff
Etchd	Etched

Anytime a user types in the key followed by a space on the inventory description field the system will replace with the substitute text. This helps with misspelling and inconsistencies on data entry.

Chapter

5

Inventory

In This Chapter:

Introduction to Inventory
Rental Inventory
Add Barcoded Items
Package Menu
Retired Inventory
Repairs
Physical Inventory
Rental Physical Inventory

Inventory Module

The Inventory module contains all the barcoded inventory items. Barcoded inventory items are items that have a unique asset barcode label permanently affixed to the item. These labels are used to identify the items in the system. In addition, barcoded and non-barcoded items in repair and barcoded and non-barcoded items that have been retired are maintained within the inventory module.

Rental Menu

Barcoded Rental Inventory Screen

When clicking on this icon, the Barcoded Rental Inventory Entry Screen will display.

Entering in Barcoded Inventory Items

There are two ways to enter inventory. One way is through the Inventory menu and other is through Order Processing. This section will show you how to enter inventory, edit inventory, and view inventory through the Inventory Menu.

Searching for a Barcoded Item

When entering into the barcoded inventory information screen the system will be positioned at the top search field. The search field will be highlighted in green. To check if an item exist or to check on the status of an item, the barcoded item can be scanned or manually entered in on the search field.
Before a single inventory item is added the fields and functionality of the screen should be understood.
When adding items it is important to scan in the barcode using a barcode scanner versus entering in the item manually by typing the number in. The reasons are to validate if the barcode is properly printed and to verify if the barcode is in good condition. There are times when a barcode could be of poor quality and a scanner may misinterpret or perhaps unreadable by the scanner. In this case the barcode should not be used and should be destroyed. Another reason is a mistake can be made if the item is typed in.

Inventory Shortcuts keys and icons

When working with the Inventory Information Screen there are a few short cut keys available to navigate quicker on the screen.

Short-cut Keys

F2 – Position the cursor on the barcode search field
F4 – Positions the cursor on the condition field
F5 – Take Picture
F6 – Positions the cursor to the description field
F7 – Positions the cursor to the barcode field
F8 – Positions the cursor to the replacement field
F9 – Go to Image Screen
F10 – Saves the record.
CTRL N – Add single item
CTRL M – Add Mass Items
CTRL R – Add Repeat Items
CTRL A – Add Package

Stop adding records

There are several fields available to describe each barcoded inventory item. Some fields are required and some fields are optional. When setting up your shop decisions should be made as to what fields should be required when items are entered. Keep in mind when making the decisions what will be reflected on customer reports.
Rental Tracker allows through the system setup the ability to customize what fields should be included or exclude from customer reports and the sequence of the fields printed. Refer to Chapter 2 System Setup defaults.

Rental Tracker allows search inventory and filtering inventory by the descriptive fields stored on the inventory information screen. If the descriptive fields are used you can for example search for:
Gender – MEN
Period - 1970
Category – PANT
Color 1 – BLUE
Color 2 – Red
Pattern – METALLIC
Material – Vinyl
Description - Bell bottoms

Barcoded Item List

A listing of all the inventory items and the detail of them such as barcode number, Image, etc. that are matching the filtering criteria will be listed on the screen.

Barcode Inventory Fields and Functions

Gender/Department – The Gender/Department can be entered or click on the to view the possible choices. To setup Gender/Department codes Refer to Chapter 4. Field is required.

Circa/Main – The Circa/Main can be entered or click on the to view the possible choices. To setup Circa/Main codes Refer to Chapter 4. Field is required. This field never prints out on customer reports.

Category – The category code can be entered. As soon as the first characters of the code are entered the system will bring up a listing of categories closest to the characters typed in. The categories listed will be specific to the Gender/Department – Circa/Main. To setup Category codes Refer to Chapter 4. Field is required.

Color 1 – Color 5 – Up to five colors are supported. The color fields are optional fields. The color code can be entered or click on the icon to view the possible choices.

Pattern 1 – Pattern 2 - Up to two patterns are supported. The pattern fields are optional fields. The pattern code can be entered or click on the icon to view the possible choices.

Material 1 – Material 2 - Up to two materials are supported. The material fields are optional fields. The material code can be entered or click on the icon to view the possible choices.

Dimensions /Size 1 - 3– This is a free form text area. There is no validation on these fields. Examples of enters would be 46 R or 33” 28”. Field is optional.

GL Account – Required if Accounts Receivable Module used. The GL Account code can be entered or click on the icon to view the possible choices.

Label – This is the label of the garment or props. There is no validation on this field. It is a free form text area. The field is optional.

Period – This is the actual period of the item. This field is different from the Circa field. There is no validation on this field. It is a 5 character field and is optional.

Condition of Item – The field is optional. The condition code can be entered or click on the icon to view the possible choices.

Location – The location field is where the item physically resides in the shops warehouse. This field is optional. There is no validation on this field. It is a free form text area.

Replacement / Weekly / Production / Cleaning Defaults – Through system setup there are several options which can be setup to default in the Replacement , Weekly and Production Rates.

Replacement Price - This field stores the value of the inventory item. If the item is rented and is checked in as a LOSS and marked as bill the customer then replacement price will be charged to the customer.

Weekly Rate – The weekly rate will default in based upon the category selected. The Weekly Rate can be overwritten.

Cleaning Cost – This field stores the cleaning cost of the inventory item. If the item is rented and is checked in as NOT CLEAN and marked as bill customer for cleaning cost then the cleaning cost will be charged to the customer.

Production Rate – The production rate will default in based upon the category selected. The Production Rate can be overwritten.

Vendor –Where the item was purchased can be stored on an item. The Vendor field is optional. The vendor code can be entered or click on the icon to view the possible choices.

Purchase Date – This field is optional.

Condition Description - This is an internal description and does not print on customer reports.

Purchase Price – This field is optional.

Acquired From – This field can be used to track where the item originated. If an item was acquired from a certain show (production) the show name can be entered. If your shop deals with consignment items the code for the consignment can be entered here. Through the report option reports can be ran to give statistical information on the acquired from field. Information such as revenue generated. This field is optional.

Acquired Date – This field is optional.

Don't show on Website – If Website feature is used, this field determines if this item should be displayed on website or not.

Free form text box – There is a free text box that the user can enter in unlimited information of the item. This field can print on customer reports.

Additional Information Displayed on the Inventory Information Screen

Towards the bottom of the inventory screen the system displays the status of an inventory item. The status can be either InStock, Damaged, or if the item is out on an order the order number will be displayed. The system also shows the current order, the current production, and when the item is noted to be returned. Also displayed on the screen is the last order, production and the last date the item was returned. At the bottom of the Inventory Screen, the system displays the current mode. These modes are Browse, Insert, and Edit. **Browse** means that the inventory record is displayed and cannot be edited. **Insert** means the inventory record is in add mode. **Edit** allows you to edit the existing item being displayed. In addition, the bottom of the inventory screen also shows the date the record was created, who created the record, the date the record was last revised, and who revised it.

Add Item Menu Options

Add Single Item

This option allows for adding a single item at a time. When selecting the option the system will prompt for the barcode. The barcode should be scanned in using a barcode scanner. The system will then prompt for the fields on the inventory screen. Once the appropriate fields are entered the record must be saved. To save a record, click on the check mark or press the F10 button.

Mass Add

This option allows for quickly adding identical items. When selected the system will prompt for all the inventory fields. Lastly the system will prompt for the barcode. The barcode should be scanned. The system will automatically save the record and prompt for the next barcode. Fields on the screen cannot be edited. When finished, click on the stop sign .

Repeat Add

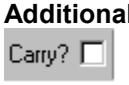
This option is helpful when adding item which are almost identical. When selected the system will prompt for all the inventory fields. Lastly the system will prompt for the barcode. Once the barcode is scanned the system will then prompt 'Edit this item?'. If changes need to be made select yes. Edit the necessary fields position back to the barcode field and press enter. The system will again prompt 'Edit this

item?' If correct select No. The system will save the item and then prompt for the next barcode. Repeat the process. When finished, click on the stop sign .

Package Add

This option allows for Package Add. A package is defined as a group of items, which are married together, for example, a suit. Items within a package would be a jacket, vest, and pants. The package add is used to group items together as a permanent package (set).

Additional Functions



When the carry mode is selected the entire inventory record will be copied over when performing a single add. First the original barcode must be entered in on the search field at the top of the screen. When the single add option is selected the information of the original record will display on the screen. The only blank field will be the barcode. The new barcode can then be scanned.

Editing a Barcode Item – To edit an item the item must first be displayed on the inventory screen. To bring up an item, enter in the barcode in the top search field. Once the barcode item is displayed on the screen click on the edit icon.

The fields can then be edited. Once changes have been made click on the check mark to save or press F10. When in the edit mode the mode will be identified in the lower left corner of the screen.

Package Menu

Package Menu Options

Under the package menu are several options.

Add a New Package – When adding a package, the system will prompt "Do you want to create a new package?" When answering Yes, the system will go to the package entry screen.

Package Entry Field Descriptions

Package ID – This number is generated by the system.

Gender/Department – The Gender/Department can be entered or click on the icon to view the possible choices. To setup Gender/Department codes Refer to Chapter 4.

Circa/Main – The Circa/Main can be entered or click on the icon to view the possible choices. To setup Circa/Main codes Refer to Chapter 4.

Category – The category code can be entered. As soon as the first characters of the code are entered the system will bring up a listing of categories closest to the characters typed in. The categories listed will be specific to the Gender/Department – Circa/Main. To setup Category codes Refer to Chapter 4.

Weekly Rate – The weekly rate will default in based upon the category selected. The Weekly Rate can be overwritten.

Production Rate – The production rate will default in based upon the category selected. The Production Rate can be overwritten.

To save the record, click on the check mark or press F10. Next, the system will prompt for first new item of the package. The items must be items not yet added.

An unlimited number of items can be attached to a package. Once the pieces are added, click on the stop sign .

Examples of Packages

Package ID 1234 Package Replacement 1500.00
Package Category Suit Weekly Rate 75.00 Production Rate 120.00
Items within the package:
Barcode Item Category Set Piece
20111111 Coat 1 1
20333333 Vest 1 2
20444444 Pants 1 3

20222222 Coat 2 1
20666666 Vest 2 2
20777777 Pants 2 3
In the above example shows a 3 piece suit with 2 multiples of the suit. For Property an example would be a dining room set consisting of 1 table and 8 chairs.
The items attached to a package are displayed on the right lower section of the inventory screen.

Edit an existing Package - To edit an existing package one item for the package must be scanned in on the search barcode prompt at the top of the screen. If the item is attached to a package the package area will display information in the top section of the screen. Next the 'Edit an existing package' option should be selected. The system will display the package information. Edits can then be made. To save the changes click on the check mark or press F10.

Delete a package – This option dismantles the package. The items attached to the package will be placed in inventory as single items and the package will be deleted.

Add a new Set to an existing package – Before adding a new set, one item of the set must be entered in the barcode search prompt located at the top of the screen. The inventory record will display and the package information will display in the top section of the screen. Next select the "Add a new set to an existing package". When selected, the system will fill in the entire screen with all the information for the first piece of the set. The system will prompt for the barcode. The items to add must be items not added yet to inventory. There are a few fields which can be edited such as the size. Once saved, the system will proceed to the next item. The additional set must have all the pieces added. A partial set cannot be added. On the lower right hand area of the screen, a listing of the items attached will be displayed. All the sets to the package will also be displayed there.

Add a new Set to an existing package from existing items – Before adding a new set, one item of the set must be entered in the barcode search prompt located at the top of the screen. The inventory record will display and the package information will display in the top section of the screen. Next select the "Add a new set to an existing package from existing items". When selected, the system will prompt for the barcode. The items must already be added to inventory as single items. Once saved, the system will proceed to the next item. The additional set must have all the pieces added. A partial set cannot be added. On the lower right hand area of the screen, a listing of the items attached will be displayed. All the sets to the package will also be displayed there.
Please Note when adding a new set from existing items the items must be identical from set to set. Meaning if a set has 3 pieces then the set added must have 3 identical pieces.

Create Package from existing items – This option allows creating a new package from items which already exist in the system as single items. The system will prompt for the package information and once the package information is entered the system will prompt for the barcodes. To stop adding to the package, click on the Cancel.

Additional Package Options

On the right lower side of the screen is an area which displays items attached to a package. If the cursor is positioned on any item in the lower section additional options are available. To bring up the additional options, click on the right mouse option.

Dismantle this Set - If selected the system will place the items attached to the set into inventory as single items. If more than one set exist only the set the cursor was positioned on will be dismantled.

Add an item to this set – The option is only available if one set exist on the package. This option will only work for new barcoded items, not existing items. The system will prompt for the new barcode. Next the system will prompt for the descriptive fields.

Detail of this barcode – The inventory information screen will display for the item the cursor is positioned on.

Move Piece Up / Move Piece Down – This option only works with a package which has one set. If the order of the pieces is incorrect for the package the order of the items can be rearrange. To move an item up or down, position the cursor on item and choose the appropriate function.

Package Information Screen

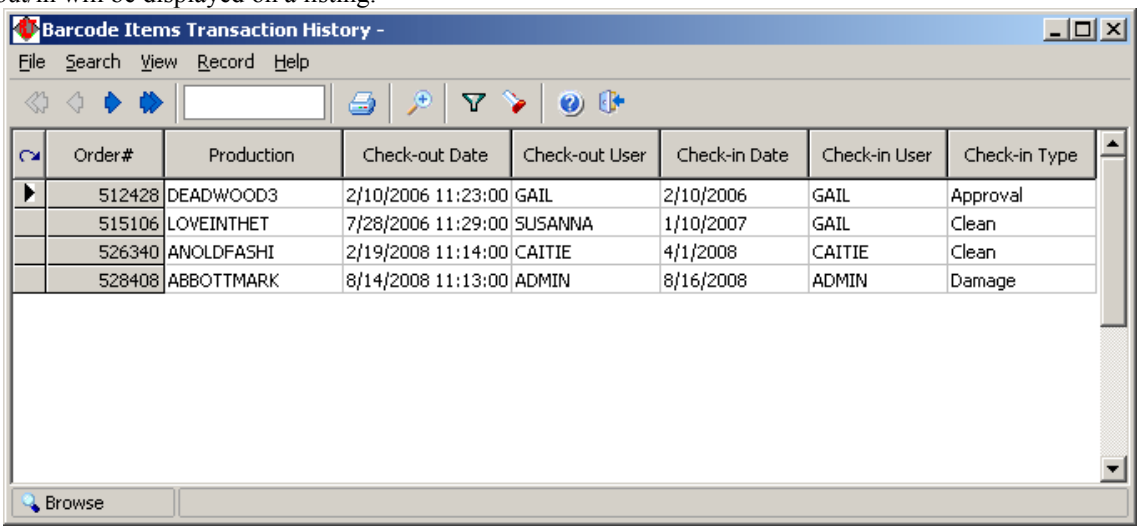
This screen displays the information of each barcoded item belongs to a package in a list.

Reassigning a Barcoded Item

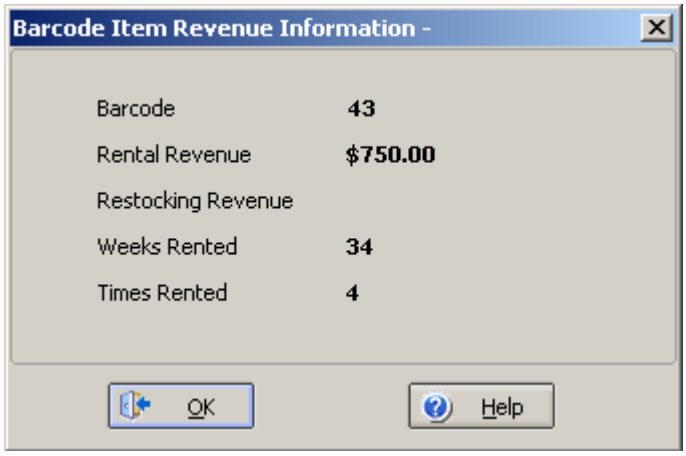
To reassign a barcode number the barcode item must first be displayed on the screen. Enter in the barcode number on the search field at the top of the screen. Once the barcode is displayed on the screen select the add item on the tool bar. Under the toolbar is the option reassigns barcode. The system will prompt for the new replacement barcode.

History Menu

Barcode Transaction History - When selecting this option all the orders the barcode item has been out/in will be displayed on a listing.


Barcode Items Transaction History -
File Search View Record Help
Order# Production Check-out Date Check-out User Check-in Date Check-in User Check-in Type
512428 DEADWOOD3 2/10/2006 11:23:00 GAIL 2/10/2006 GAIL Approval
515106 LOVEINTHET 7/28/2006 11:29:00 SUSANNA 1/10/2007 GAIL Clean
526340 ANOLDFASHI 2/19/2008 11:14:00 CAITIE 4/1/2008 CAITIE Clean
528408 ABBOTTMARK 8/14/2008 11:13:00 ADMIN 8/16/2008 ADMIN Damage
Browse

Revenue – When selected this option will display the number of times the items has been rented, rental revenue generated, restocking revenue generated and number of weeks rented.



Batch Edit Barcoded Items

This screen is used in many parts of RTPro and is available when batch barcode scanners are used. In batch mode, data is scanned into the scanner and can be transferred to application.
Scanned items will be validated and display in a list when downloaded to the application. Any records that are not valid will display in red. If a row was not valid, reason will display. You can edit or delete scanned rows then post them.

Action – Upload From File

This should be used with assistance from Rental Tracker. This will allow a file to be imported into the batch download screen. The file format must be in the format supplied by Rental Tracker.

Select Existing Batch

There is an option in Batch Download Screen which displays all the existing batch numbers. This option will list all recorded items for the selected batch number. From Action menu click on "Select Existing Batch", a dialog box will appear. Enter batch number or select a batch number from a drop down menu.

Download From Scanner - Function imports barcode information from batch scanner to RTPro. If there is a previous batch downloaded in the system, the system will prompt to overwrite it. If previously imported data was processed before, answer yes. The scanner must be connected either through a cable or placed in a base cradle. On the scanner, follow the function keys to download. For the PDT6800 and PDT3100 scanners from Symbol Technologies Inc. the function key is F5. On the CS100 From Symbol Technologies Inc. there is no function key, once the cable is connected the information is available for download. The records on the scanner will displayed on the screen and validated.

Retired Inventory

Retired Inventory allows you to retire a barcoded item from inventory. This will take a barcoded item out of the barcoded inventory database. This is useful when items have been given away or destroyed and should not be in the live rental inventory. This module will also allow you to restore the item from the retired inventory database in case the item was placed in the retired inventory in error.
There are 3 ways items can be retired:
One is through the Inventory Module. There is an option to retire inventory items. To enter into the retired inventory module click on the icon from the Inventory Menu.
Another way to retire inventory items is at the time of checking in items on an order.
The third way is when performing the bill missing rentals option within the Check In Screen.

Retired Inventory Screen

From the Inventory Module the retired inventory screen will appear.

Retiring a Barcoded Inventory Item

Click on the icon. The system will prompt for a description of why the item is retired. The system will prompt for the barcode number. When the barcode number is entered the system will remove the item from the active inventory database and move the item to the retired inventory database. The system will then continue to prompt for the next barcode to retire. When finished click on the .

How the system handles items attached to a package

If an item is retired that is attached to a package, the item will be retired and the remaining pieces will remain in inventory as single items. The package will be dismantled.

Restoring a Barcoded Inventory Item

Click on the icon. This option should be used if an item needs to be restored back into the active file. The system will prompt for the barcode number and the item will be restored back into the active inventory database. When items are restored the items are restored as single items, and packages will not be created.

Retiring Non-coded Inventory Items

Click on the icon. You will come to the Non-Coded Retired Screen. Enter the quantity and the description of the non-coded item. A record will then be written to the retired inventory database.

Restoring Non-coded Inventory Items

Click on the icon to restore non-coded items. You will come to the "Retired Inventory List". Right click on a row item and select "Restore Non-coded" from the list. When a non-coded inventory items is restored, the retired record will be removed from the retired inventory database.

List View

Retired Inventory List screen will cover item that has been retired. You can filter this list to see the desired retired items. Also, the list can be filtered to display all the retired items, Barcoded or only Noncoded items.

Note: Non-coded items can be restored to live area by selecting "Restore Non-coded" option through the right-click menu.

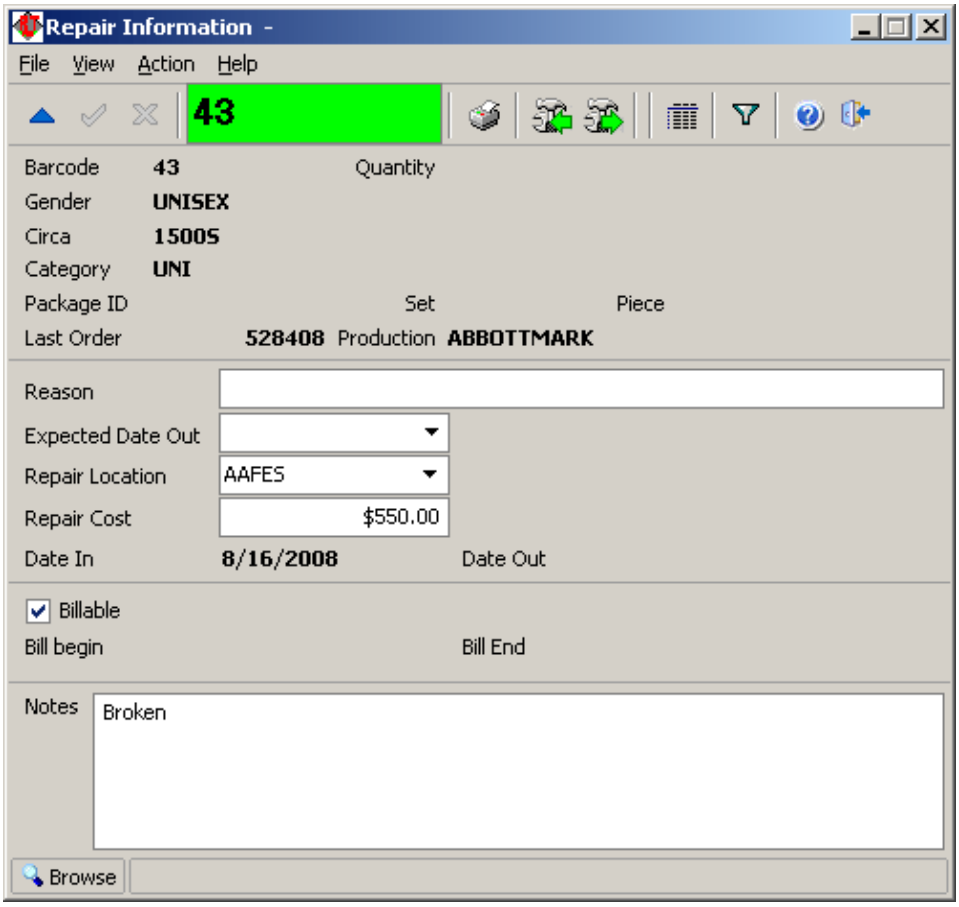
Filter Records

Retired items can be filtered by the descriptive fields stored on the Retired inventory Screen. If the descriptive fields are used you can for example search for:
Gender – MEN'S
Period - 1970
Category – PANT
Color 1 – BLUE
Color 2 – Red
Pattern – METALLIC
Material – Vinyl
Description - Bell bottoms
All Items
Barcoded Items
Noncode Items
A list of retired items will be displayed on the Retired inventory List screen.

Repairs

Rental Tracker Pro allows tracking items in Repair. Throughout the system the term Repair and Damage is used interchangeably. Items can be marked as damaged and placed in repair from 2 places in the system.

One way is from the Inventory Module by clicking on the icon.
The other ways to check items into repair is when checking in items on an order.
From the Inventory Module the Repair Screen will appear.



Placing an Item in Repair

Click on the icon. The system will prompt for the barcode to be placed in repair.
The system will prompt for the following:

Reason – This should be the damaged description.

Expected Out Date – This is the date the item should be repaired by, and when the item will be returned back into stock.

Repair Location – This is who will repair the item. Under the Report Module there is a repair report which will print the items in repair with the option to print by a specific location.

Repair Cost – This is the amount that it will cost to repair the item.

Billable – If the item is to be billed to an order the option should be marked. The last order the item was out on is referenced on the screen. This is the order the item will be billed to.
The system will mark the inventory item as being in repair and the items will no longer be available for checking out. When finished click on the .

Check Out Item From Repair

There are two ways for checking out Barcoded items from repair list.

1. Click on icon from Repair Information screen and press "Yes".
2. Right click on a row item through the Repair List screen and select "Check out of Repair".

Repair List

This list shows all items currently in repair.
Note: Items can be checked out of repair, using right click menu.

Filter records

To see a list of items that are currently in repair, you can use Filtering Repair Inventory Screen.

Physical Inventory

As you know, taking a physical inventory of all of your rental assets can be a challenge under the best of circumstances. The RTPro physical inventory program can help with the process, providing tools necessary to correctly account for all of your rental assets. After a physical count has been taken and all Barcoded and Noncoded items have been entered, these counts added to the quantities out on orders and in repair, should account for all of your assets. Those items accounted for will compare against how many owned. To reconcile any differences, missing items will be retired and extra items will add into your inventory.

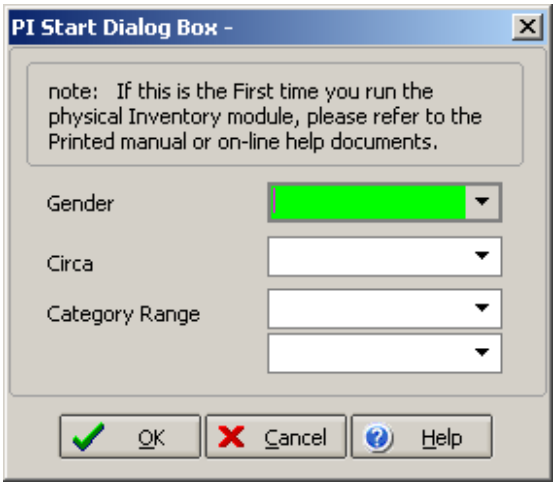
NOTE: BE SURE TO BACKUP ALL RECORDS PRIOR TO BEGINNING THE PROCESS.

NOTE: DURING THE PHYSICAL INVENTORY PROCESS, ALL ACTIVITY OUTSIDE OF THE PHYSICAL INVENTORY PROCESS SHOULD BE STOPPED. THERE SHOULD BE NO ADDING OF EQUIPMENT CODE, EDITING OF EQUIPMENT CODES, CHECKING OUT AND IN ITEM, CHECKING ITEMS IN OR OUT OF REPAIR AND RETIREMENT. ALL ACTIVITY SHOULD STOP UNTIL THE PHYSICAL INVENTORY HAS ENDED.

Note: At anytime during the process, the physical inventory session can end. All selection criteria and any counts that were entered will be erased as though the process never started. The Physical Inventory reports for this session will not be available. Please see End Physical Inventory Process later in this chapter for more details.

Start Physical Inventory Process

From Inventory Menu click on the Physical Inventory drop down tab and select "Start Physical Inventory Process". If the Start Physical Inventory Process is gray and unavailable, it is because another inventory is in process. That inventory must be completed or stopped before being able to start a new inventory.


PI Start Dialog Box -
note: If this is the First time you run the physical Inventory module, please refer to the Printed manual or on-line help documents.
Gender
Circa
Category Range
OK
Cancel
Help

PI Start Dialog Box: It is not necessary to take a physical inventory of all assets at the same time. A successful inventory can be completed through a series of "cycle counts." You can count certain types of items during one inventory, and do subsequent inventories for the remaining types of items. A dialog box will appear so that you can specify the Gender that you intend to inventory in this session. The inventory may be conducted by Gender, Circa, Category Range or a combination.

All of these fields come from system tables. Enter the code or use the drop down arrow to make a choice from the lookup screen. If you are doing a complete inventory, leave the field blank and click OK.

Physical Inventory WorkSheet

After you have selected the criteria for the physical inventory per the dialog box above, printing a Physical Inventory Worksheet can be a useful tool in the counting process. The worksheet is a list of item types to count. It is the best way to tally non-Barcoded items, but can also be used as a “checks and balances” for the Barcoded items. The amount counted by hand can compare to the quantities scanned.

To print the worksheet, click on the Physical Inventory tab and click on Rental Physical Inventory then select Physical Inventory Worksheet.

Scanning Barcode Items In Shop

To input Barcoded items, so they are included in the physical inventory count, click on the Physical Inventory menu and select “Scanning Barcode Items In Shop”. The Physical Inventory Screen will appear.

Physical Inventory Screen

Scanning Barcoded Items in Shop

In the Physical Inventory Screen, click on PI drop down tab and click on “Scanning Barcode Items In Shop” or click on the “Scanning Barcode Items In Shop” icon in the toolbar.
The prompt will be in the green Barcode # field. Scan or type in each barcode number to count.
If a barcode number is entered and it is not within the parameters of the inventory that have been specified (see PI Start Dialog Box, above), a message will appear to indicate that: “This item does not belong to this physical inventory selection.”

Cancel Scanned Barcode Item

Barcodes outside of the physical inventory selection will not count. However, if an acceptable barcode is entered in error, to cancel it, click the PI drop down tab and click “Cancel Scanned Barcode Item” or click on the Cancel Scanned Barcode Item icon in the toolbar.
The prompt will be in the red Barcode # field. Scan or type in each barcode number to cancel.

Batch Download from the Scanner Gun

To increase the physical inventory process, RTPro is able to download batch barcodes which are stored in the scanner. To do this, select Physical Inventory option inside the scanner application and scan barcodes in the off-line mode. Then, put the scanner on the cradle and send batch data to the program and finally post the data.

Print List Of Scanned Items

This report will display the Barcode, Description, Current Order number, etc. The total number of items that are scanned or inputted into the system will display at the bottom of this report.

Print List Of Missing Items

For each type of item within the selected inventory range (see PI Start Dialog Box earlier in this chapter), RTPro adds the quantity counted to the quantities out on rent and in repair and subtracts them from the quantity owned. This report will display the differences on any records that have missing items or overages.

Physical Inventory Rejection List

If during the physical inventory process, an item that has been scanned or entered gives an error, the record is stored in the rejection list. The rejection list can be printed and is helpful when doing research. This report contains some columns such as Barcode, UserID, Transaction Date and the comments column that shows the rejection error acquired during the physical inventory process.

End Physical Inventory Process

At anytime before the update inventory process the physical inventory session can be ended. All selection criteria and any counts that have been entered will be erased as though the process never started. The Physical Inventory reports for this session will not be available.
If you are working on a small selection of inventory, or if you are not too far into the inventory, the end process is a convenient way to start over if things are not going correctly. Obviously, if you are deep into a major inventory, it could be disastrous to end the inventory prematurely. It might be better to use the PI Review and Update Screen (see above) to include those equipment types that have been reconciled, and update the portion of the inventory that has been completed before ending the session process.
Whether you have ended your inventory counts, or are starting over, to end the process, click on the Physical Inventory drop down, and click on End Physical Inventory Process. A Confirm screen will appear

to remind you about the session you are currently in. Click NO to return to the Inventory Menu. The inventory and review may continue at any time. Click YES to end the current inventory and to prepare the system for a new one.

Chapter

6

Order Processing

In This Chapter:

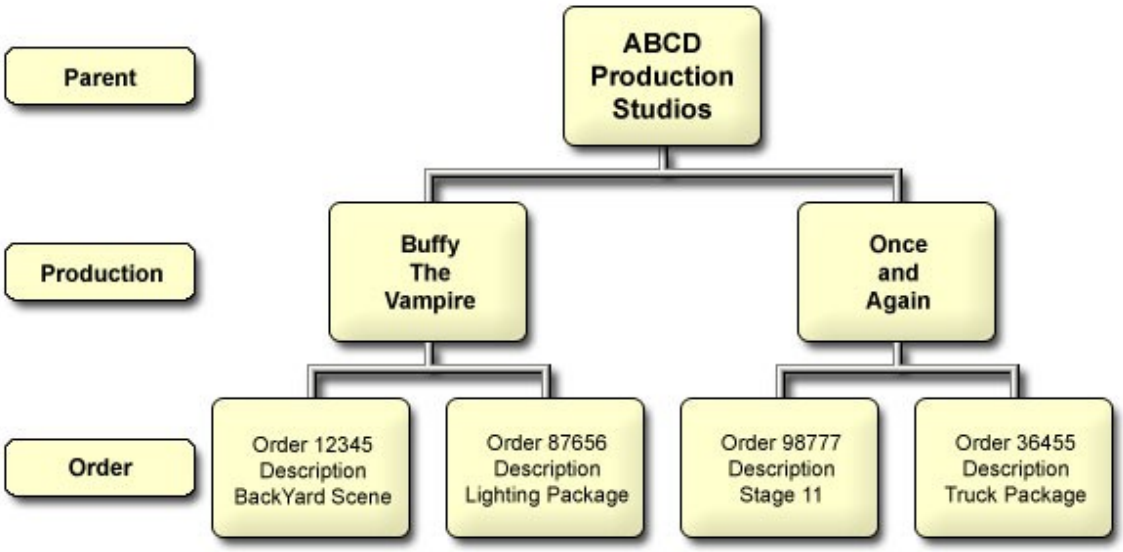
Introduction to Order Processing
Understanding the Rental Tracker Hierarchy
Order Processing Screen
Order Header Screen
Order Billing Schedule
Agreements
Check Out Process
Miscellaneous Charges
Check In Process

Order Processing Module

The Order Processing Module handles all the rental orders, rental checkout, rental check-ins. This module allows creating of parent, production, contact and orders records. When entering into the Order Processing Module the Order Processing Screen will appear.

Understanding The Rental Tracker Hierarchy

Rental Tracker Pro operates on a three-tiered hierarchy.
The first level of the hierarchy is the Parent Level. The next level is the Production Level. The third level is the Order Level.
Each parent company can have several productions. Each production, by itself can have several orders.



The Parent level is optional while the Production and Order levels are required. The Parent level allows the user revenue generated by a parent company.
There is a fourth level which is optional. This level is the Contact level and it is linked to orders. A contact is a person, such as a best boy, gaffer or lead man, responsible for the rental items. Orders can be retrieved across a contact. There is the ability to look at all the orders the contact has been linked to. A report of the revenue generated from a contact is also available.

Order Processing Screen

Definitions of Common Functions

Parent add and edit function. The + is to add a new parent record. The icon brings up the full parent information screen and allows editing the parent record.

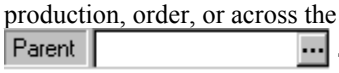
Production add and edit function. The + is to add a new production record. The icon brings up the full production information screen and allows editing the production record.

Order add and edit function. The + is to add a new order record. The icon brings up the full order information screen and allows editing the order record.

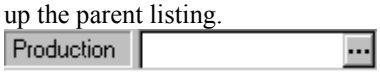
Sends user to the check out rentals screen.

Sends user to the miscellaneous screen.

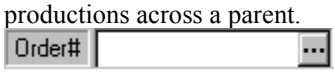
S ends user to the check in rentals screen either by the select master, parent, production, order, or across the entire system.



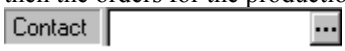
The prompt field shows the current parent the system is on. The '…' brings up the parent listing.



The prompt field shows the current production the system is on. The '…' brings up the production listing. If the parent field is filled in and the … on the production listing is clicked on, then only the productions for the parent will be listed. This is real helpful when reviewing the productions across a parent.



The prompt field shows the current order the system is on. The '…' brings up the order listing. If the parent field is filled in and the … on the order listing is clicked on, then orders across the parent will be listed. If the production field is filled in and the … on the order listing is clicked, then the orders for the production will be listed.



The prompt field shows the current contact the system is on. The '…' brings up the contact listing. If the contact is filled in and the order listing is selected then all the orders for the contact will be listed. The parent and production must be empty when entering the contact.

If an order number is entered in on the order prompt field or selected from the order listing the order will be displayed in the center of the Order Processing screen. Identified is the order number, the parent the order is attached to, the production the order is attached to and the contact associated on the order. If the mouse is moved on order, parent, production or contact value the field will turn green. If clicked on, then the detail for the record will be displayed.

Identified on the right hand side of the screen is helpful information relating to the order. The information displayed:

Parent, Production or Order indicator.

PO Required indicator.

Flat Agreement indicator. This is if the order is linked to a Flat Agreement.

Depleting Deposit indicator. This is if the order is linked to a depleting deposit.
Security deposit indicators if one exist on the production for the order.
The Job Type for the order.
The Order Type for the order.

Functions Available From the Order Processing Screen

Under the File Menu

View Barcode – This option allows searching for a barcode. When the barcode is entered the inventory screen will appear. This function is great for giving a customer a price for an item.

Close – This option exits out of the order processing screen.
The File Menu also displays the last 5 orders that have been worked on from the workstation. The display was added to help users keep track of the order which were recently worked on.

Under the Listing Menu

A listing of orders can be displayed. The orders can be listed by the orders status. The options to list the order are:

Not Billed Orders – The listing will display all orders which have not had a bill attached.
Closed Orders – Closed orders are which have been completely billed and all items are completely returned.

Not Returned Orders – These are orders which have not had all items returned.

Empty Orders – The listing shows all orders which have no activity.

All Orders – The listing shows all orders.

Under the Parent Menu

Select a Parent – A list of the entire Parent table will be displayed. A parent can be selected. When a parent is selected the parent code will default into the parent code area at the bottom of the Order Processing screen.

Locate Parent – Details can be entered to locate a specific parent.

Clear Selection – The parent code at the bottom of the Order Processing screen will be cleared out.

View/Edit Parent – Brings up the Parent Information screen for the parent selected.

New Parent – Allows adding a new parent.

Under the Production Menu

Select a Production – If a parent has not been selected a list of the entire Production table will be displayed. If a parent has been selected then only the production for the parent will be displayed. A production can be selected. When a production is selected the production code will default into the production code area at the bottom of the Order Processing screen.

Locate Production – Details can be entered to locate a specific production.

Clear Selection – The production code at the bottom of the Order Processing screen will be cleared out.

View/Edit Production – Brings up the Production Information screen for the production selected.

New Production – Allows adding a new production.

Under the Contact Menu

Select a Contact – A list of the entire Contact table will be displayed. A contact can be selected. When a contact is selected the contact code will default into the contact code area at the bottom of the Order Processing screen.

Locate Contact – Details can be entered to locate a specific contact.

Clear Selection – The contact code at the bottom of the Order Processing screen will be cleared out.

View/Edit Contact – Brings up the Contact Information screen for the contact selected.

New Contact – Allows adding a new contact.

Under the Order Menu

Select an Order – If a contact is selected a list of all the orders attached to the contact will be listed. If a production is selected a list of all the orders attached to the production will be listed. If a parent is selected a list of all the orders attached to the parent will be listed. If no selections on parent, production, or contact are made a list of the entire Order table will be displayed. An order can be selected. When an order is selected the order number will default into the order number area at the bottom of the Order Processing screen.

Clear Selection – The order number at the bottom of the Order Processing screen will be cleared out.

View/Edit Order Header – Brings up the Order Information screen for the order selected.
New Order – Allows adding a new order.

Duplicate Order Header – Using this feature, you can duplicate a current order header information to a new order.

Note: Before duplicating an order, the order must be selected and displayed on the screen.

Note: After duplicating an order, new order will be displayed on the order processing screen.

Delete Order – An order can only be deleted if there is no activity on the order.

Update Status – This option refreshes the status of an order. There are many factors which affect the status of an order. The system updates the status as activity happens to an order. If however the status is not refreshed then this option can be used.

Under the Process Menu

Checkout Rentals – Brings up the Rental Checkout Screen. Items can be checked out to the order selected.

The icon is a shortcut to the checkout screen. The function allows checking out items for the order selected.

Miscellaneous Charges – Brings up the Miscellaneous Screen. Miscellaneous items can be added to the order selected.

The icon is a shortcut to the miscellaneous entry screen. The function allows miscellaneous charges to be added to an order.

Check-in Rentals – Items can be checked in across a Parent, Production, Master, Order or All.

The icon is a shortcut to the check-in screen. Items can be checked in across a parent, production, order, master or the entire system. If items are checked in across a parent then only items linked to the parent can be checked in. If items are checked in across a production then only items linked to the production can be checked in. If items are checked in on a single order then only items linked to the order can be checked in. Check in across ALL allows checking in barcoded items without specifying a parent, production or order.

Change Check-in Date – This function allows altering the rental checkin date across an order. The function is helpful when items were mistakenly checked in on the wrong date. The system will prompt for the previous date and time and the new date and time.

Note – If the date is changed within an approval period the items will be considered within approval. If the date is changed after the approval date, then the items will be considered as used.

This function should be used with caution. This function allows working with 2 orders. Two orders can be opened and checkouts and check-ins can be performed. The hot key for this option is F9.

Under the Billing Menu

Listing of all Invoices – A list of all the invoices attached to the order will be listed. Invoice types are separated in the list with different colors as follows:

Gray - Previews
Blue - Drafts
Red - Voids
Green - Credits

White - Invoices
Create a New Invoice – The option allows creating a bill for the order selected. Users can create a Preview or Draft for different cases such as Rentals, Loss and Damage on specific period.

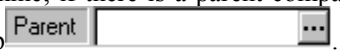
Agreement Balance – If the order is attached to an agreement the balance can be checked.

Using the Quick Search

How to use the Quick Search Toolbar

Quick Search allows you to search for an order quickly.
There are 3 ways to look for an invoice:
To Search for an order for a specific Parent and Production: Enter in the Parent Code, then enter in the Production code. If you do not know the Parent, click on the ··· button to bring up a lookup table. Once you have filled in the Parent and Production codes, click on the ··· button on the order#. This will bring up all the orders for the specific Parent and Production you have selected.
To Search for an invoice using a Contact Name: Enter in the contact code. If you do not know the contact Code, click on the ··· button to bring up a lookup table. Once you have filled in the contact code, click on the ··· button for the order#. This will bring up all the orders for a specific contact you have selected.
To search the entire list of orders: Click on the ··· button for the order#.

Steps to add a New Rental Order

To add a new rental order first determine, if there is a parent company for the order. If there is a parent company, click on the parent lookup 

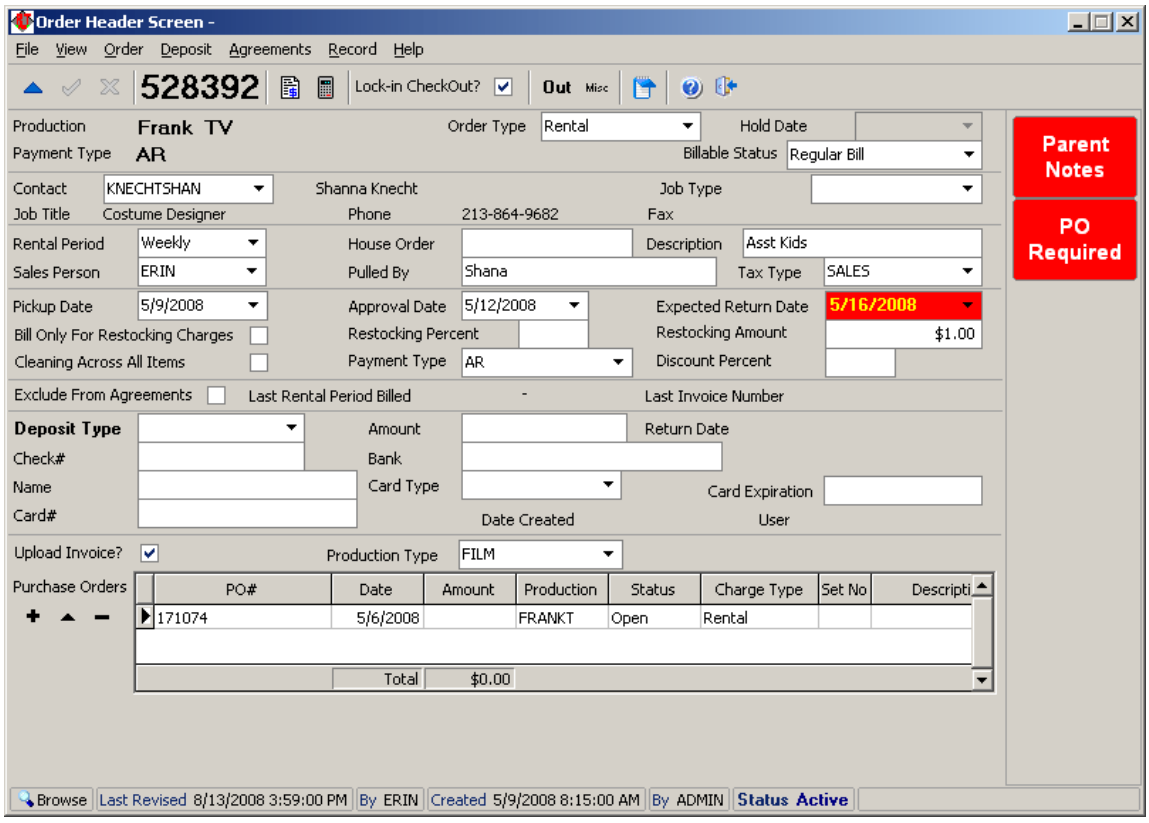
. A list of all the parent companies entered in the system will be listed. If the parent company is on the list, scroll to the parent and press enter on the record. The parent company code will be brought back to the order processing screen. If the parent company does not exist click on the cancel on the parent listing and click on the + next to the **Pa**. Once a parent record is added the system will display the parent code on the bottom parent field. The user can continue to the production screen. After a production is added an order can then be created. There are 2 ways to create an order:

From the Production Entry screen there is an "Add New Order' icon. When the icon is clicked on the order information screen will appear.
Another way to create an order is to click on the + next to the **OR** on the order processing screen. A production must be selected first when selecting the + option. To select a production enter in the production code in the production field located at the bottom of the screen. Once the production is entered click on the + **OR**. The order information screen will appear.

Order Header

Order header Screen

You will see this screen when you click on Order number in the middle box, or selecting “View/Edit Order Header” from Order menu. You can see the header information of an order here. In addition, the red indicator boxes on the right side of the screen show some important information about order.

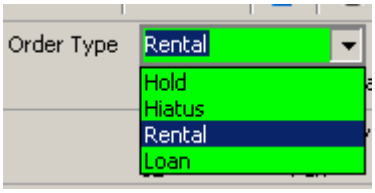


The following fields will be prompted on the Order Information screen:

Order Type

The order type will default in from system setup. The order type can be modified. A lookup is available of the possible choices. There are four possible choices. Each order type has logic.

Rental – This is an order which can be billed for rental charges.



Hiatus – This is an order which is on hiatus and rental billing will be halted until the order is taken off hiatus.

Hold – This is an order which has items checkout out to it but the customer has not picked up the items and they are on hold status. The order will not be billed for any rentals while the order is on hold. Items cannot be checked in on a hold order.

Loan – A loan order is not billable for rental charges. Rental items are tracked on loan orders and L&D charges can be billed for a loan order.

Billable Status

The billable status relates to Rental and Hiatus type of orders. The billable status will default in from system setup. The billable status can be modified. A lookup is available of the possible choices. There are three possible choices. Each billable status has logic.

Regular Bill is an Order that will be billed for rental charges based upon the billing schedule. This is the recommended default.
A No Charge Rental is an order which will not be billed for Rentals. All other types of charges are billable, such as Loss, Damages, and Miscellaneous charges.
A No Further Rental is an order which will have no further rental billing calculated.
A No Charge Order is an order which will never have bill created against for any type of charge A No Further Bill order is an order that will have no further bill created for any type of charge.

Contact

This is the checkout contact. The contact will default in from the production screen. The contact field is a table driven field. To select a contact click on the ellipse (…) button. If the contact is not on the list, the contact can be added from the contact listing. Click on the ADD button on the contact listing.

Job Type
The Job Type can be used to identify what the order is for. Examples of job types are Set Dressing, Property, or Labor.

Rental Period
The rental period can either be weekly or production. The weekly and production rates are stored on inventory items. If your shop uses a 2 price system then this option will be helpful. The weekly or production rate will be printed on the customer checkout sheets and will be used to calculate rental charges on invoices. An example of a two price system would be:
Your shop charge a 50.00 weekly rate for a certain time period, perhaps 7 days.
Your shop charged a 75.00 production rate for the same item for a certain period, perhaps 6 weeks.
Therefore it is a better deal to keep the item for 6 weeks. The time period and rental percentage for each rental period must be setup within the billing schedules in system setup.

House Order
This is a free form 10 character text area. The value of this field prints out on checkout sheets, displays on scrollable listing and prints on invoice documents. This field was intended to store an internal reference given to the order.

Description
A description of the order can be entered here. This can be very helpful when locating an order. For example on a production if several orders exist, the description can help with selecting the correct order. Description prints out on checkout sheet header area. To print out the description refer to the system setup option under the checkout tab.

Salesperson
This field is used to track the salesperson in your shop that should be given credit for the order. This is not necessarily the person who created the order. Rental Tracker Pro already stores the user who created the order record. The field is intended to track who gets credit for bringing in business to your shop. The field default in from the production screen.

Pulled By
This is a free form test area. This is an optional field. Entered in this field should be the people who pulled and put the order together. The value of this field can be printed out on the checkout sheet. To printout the description refer to the system setup option.

Tax Type
Tax will calculate from the tax type's setup entered here. The Tax Type validates against Tax table.

Pickup Date
This date should represent the day the rental items are leaving the shop. This is the day the rental charges will begin. If putting an order together in advance to pickup, make sure the date reflects the date the order should start billing.

Approval Date
If the customer is given an approval time to review the rental items without a charge then the ending date of the approval should be entered. If items are returned on or within the approval date then a rental rate will not be charged for the item, and instead a restocking rate will. If the pickup date is equal to the approval date then the order is considered no approval time.

Expected Return Date
The expected return date will default in based upon the rental period. The days which correspond to the Rental Periods (Weekly and Production) are established in system setup. The expected return date is strictly a reference. The expected return date prints out on checkout sheets. The expected return date does NOT drive any part of the billing logic. It is strictly a reference field. The field is also used when printing out a management report 'Order expected to return' under the Reports module.

Bill Only for Restocking Charges

This option will bill the entire order for ONLY a restocking charge. It does not matter when the items are returned. Rental charges will not be billed towards the order. Loss and Damages if applicable will not be waived.

Cleaning Across All Items

If your shop bills a cleaning cost across the entire order regardless of how items are checked in, then this option can be used. The system will bill across the entire order a cleaning cost at a percentage of the rental. To setup the percentage of the rental to be charged for the cleaning costs refer to system setup under the default tab. The field is label 'Calculate Cleaning Based on Total Rental Price of the Order'. The rental rate to apply the percentage to is determined by the order rental period. As items are checked out if the order's rental period is Weekly then the Weekly item rental price will be used. If the order's rental period is Production then the Production item rental price will be used.

Restocking Percentage / Restocking Amount

The restocking percentage / restocking amount default s over from the production. A restocking charge is if an item is returned within the approval date, then a rental rate will not apply but a restocking charge will apply. The charge can either be a percentage of the rental rate or a dollar amount per piece.

Payment Type

The type of payment that the invoice of an order should be paid. The method of payment is used to filter information on various reports. Payment Type field is used in the Billing and AR modules. The payment type validates against Payment Type table. Refer to Payment Type on File Maintenance chapter.

Discount Percentage

This value defaults in from the Production record. The discount percentage applies to rental charges. The discount will be identified on customer checkout sheets and invoice calculations. The discount percentage applies to all rental charges across all billing cycles.

Exclude from Agreements

Click this if the order is to be excluded from the Agreement. An agreement is a Flat or depleting deposit.

Deposit Section

Security deposits can be entered for the order. A deposit can either be check, cash or credit card. Information prompted is:

Deposit Type – Possible choices are Security or Held.

Amount – This is the amount of the deposit.

Name – This is the name on the check or credit card.

Card# – Once the credit card number is entered, the card number will not be viewable. The number will be asterisked out ***. To view the credit card numbers refer to the Deposit section.

Production Type

This field identifies the production type code. You can type this code or select it from list.

PO section

Rental Tracker supports multiple POs on the order and Production level. To enter in a PO click on the +. The PO screen will appear. The PO number, Date of PO, and amount will be prompted. The Date, and Amount are optional fields. The last PO entered will appear on the Customer Checkout Reports and Invoice documents. There are several management reports reflecting POs.

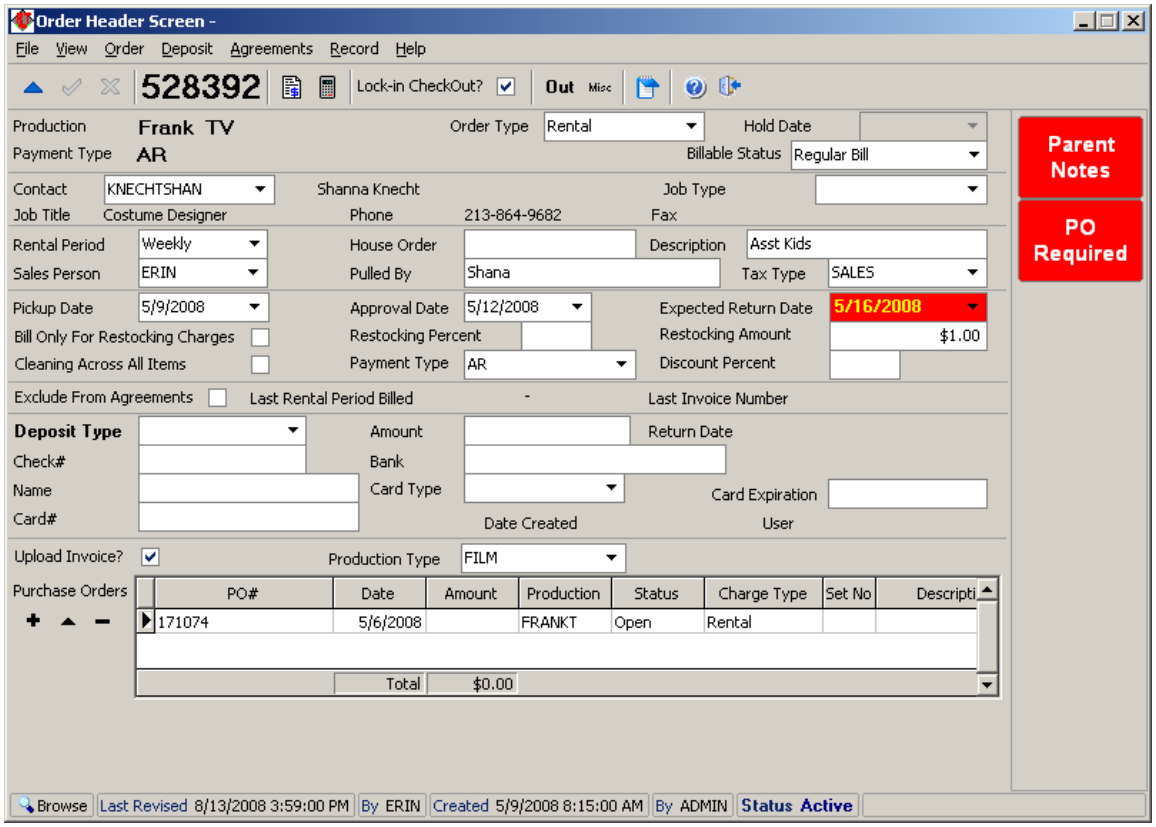
Upload Include – If your system is setup to interface with another accounting package this field is important. If the Upload Included is checkmarked then when the invoice for the order is created the invoice will be marked to upload to the accounting package.

When changing the Order Type on the Order Header Screen

This screen appears when a user changes the type of order from Hiatus or Hold to Rental and posts edit. Here, user should define the next billing cycle and the billing beginning date for this order.

Order Header Functions and Information

On the Order Header Information Screen there are several information fields displayed. In the upper left area of the screen is the Production Title the order is attached to. Under the production title is the payment type of the order.



Information displayed at the bottom of the order header screen identifies the date the order was created, the user who created the order, the last date the order was revised, and the user who revised the order. Also displayed is the status of the order. There are several possible statuses.

EMPTY – There is no activity on the order.

ACTIVE – At least one rental item is attached to the order and a bill has not been created for the order.

RETURNED – All items have been returned and the order has not been billed.

BILLED – At least one bill has been created and the items have not been returned.

RETBILL – At least one bill has been created and all items have been returned, but there is still a final bill to be created.

RETPART – Returns have started but not all items have been returned. Also the order has never been billed.

CLOSED – All items have been returned and the order has been billed to its full extent.

Function available on the Order Header

This is the Billing Schedule function. Allows creating a custom billing schedule for the order.

This option displays counters for the order. Information such as total number of barcoded items checked out to the order, the total number of non-barcoded items attached to the order, the weekly rental rate, the production rental rate, the maximum restocking rate, the maximum cleaning rate, and the total replacement price. Also available is the ability to calculate the deposit of the order. The deposit can be calculated from the weekly, production or replacement price. A percentage should be entered and then the calculate button should be pressed the calculated deposit will be carried over to the order header screen.

If the lock-in checkout is marked then no additional rentals can be attached to the order and the order can be released for billing. The lock-in function is optional but if used the logic is used across the entire system. To use the lock-in checkout logic the function must first be turned on in system setup. Under the billing tab in system setup is an option 'only bill locked orders'. The option must be checked to use the function across the system. Once the option is checked then orders are required to be locked before being release for billing.

Proceeds to the rental checkout screen.

Proceeds to the miscellaneous screen.

Proceeds to the notes screen. This option allows adding notes to the order.

Deposit

Return Deposit – Prompts for the date the deposit was returned.

View/Edit Card# – Allows authorized personnel to view the credit card number area.

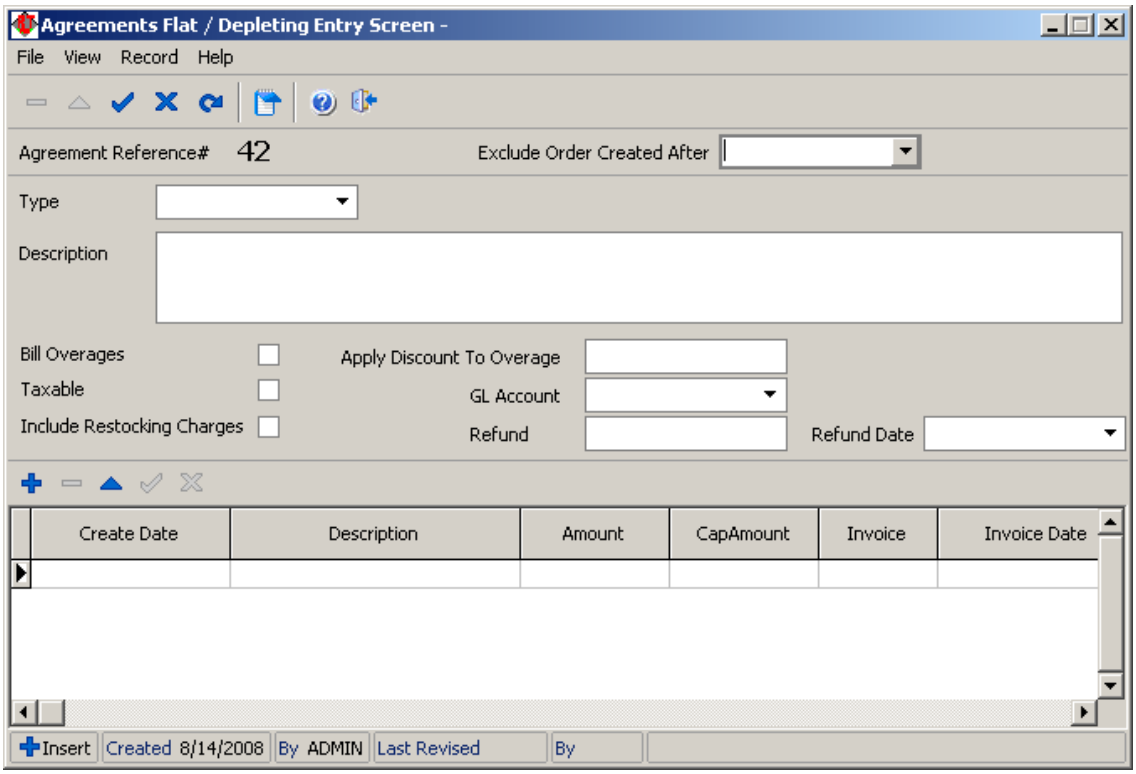
Print Deposit Receipt – Prints a deposit receipt for a customer.

Agreements

An agreement is an arrangement your department has made with a customer. There are 2 types of agreements. The types are FLAT or Depleting Deposit. An agreement can be created for an entire production or on an order level. The logic behind an agreement is the system can track the activity against agreement amount. Multiple Agreements can be setup.

Adding a new Rental Agreement

Select Add a New Agreement under the Agreement Menu. If the managing department option is used for your shop, then the system will prompt you for a managing department. The managing department can be used if there is more than one department in the shop. The agreements can be setup for specific managing departments. The activity of an order will depend on the managing department on the order information screen. For example if an agreement is made for a managing department DRAPERY then only the orders with the managing department of DRAPERY will be considered when checking the activity.



The top section of the agreement screen is the agreement setup. Fields on the Agreement Information screen are:

Agreement Reference# - The agreement number is assigned by the system. The number is assigned incrementally.

Exclude Order Created After Date – Any order created after the date will not be considered part of the agreement.

Type – This is the type of the agreement. Choices are Flat or Depleting Deposit.

Description – This is a free form text area. This information does not printout on any reports. This is an internal note.

Bill Overage – This field is used for Flats. Once the cap amount has been exceeded the overage can be billed. If the system should calculate the overages the box should be checked.

Apply Discount to Overage – A discount could be applied to the overage calculated amount.

Taxable – This indicator will tax the agreement amount when the agreement is billed and if there are overages the overages will be taxed. If the taxable field is checked the production header must also be setup with a tax type.

GL Account – This is the general ledger bucket the agreement revenue should be applied to.

Include Restocking Charges – Activity charges are across rentals and extended rentals. The system does not include cleaning cost, loss and damages or miscellaneous charges. Restocking charges are optional. Click on this field if restocking charges should be included.

The bottom grid area stores the amounts of the agreement.

Date – The date is maintained by the system.

Amount – This is the amount of the agreement. The activity is not calculated against the amount. The activity is calculated against the Cap Amount.

Cap Amount – This is the cap of the agreement. For example your shop may charge the customer 5,000.00 for the agreement, but the user can rent up to 7,000.00. The 7,000.00 would be the cap. The cap is

a required field. If there is no difference between the amount and the cap, the cap amount should be the same as the amount.

Invoice – If the agreement has been billed the invoice number will be noted in this field.

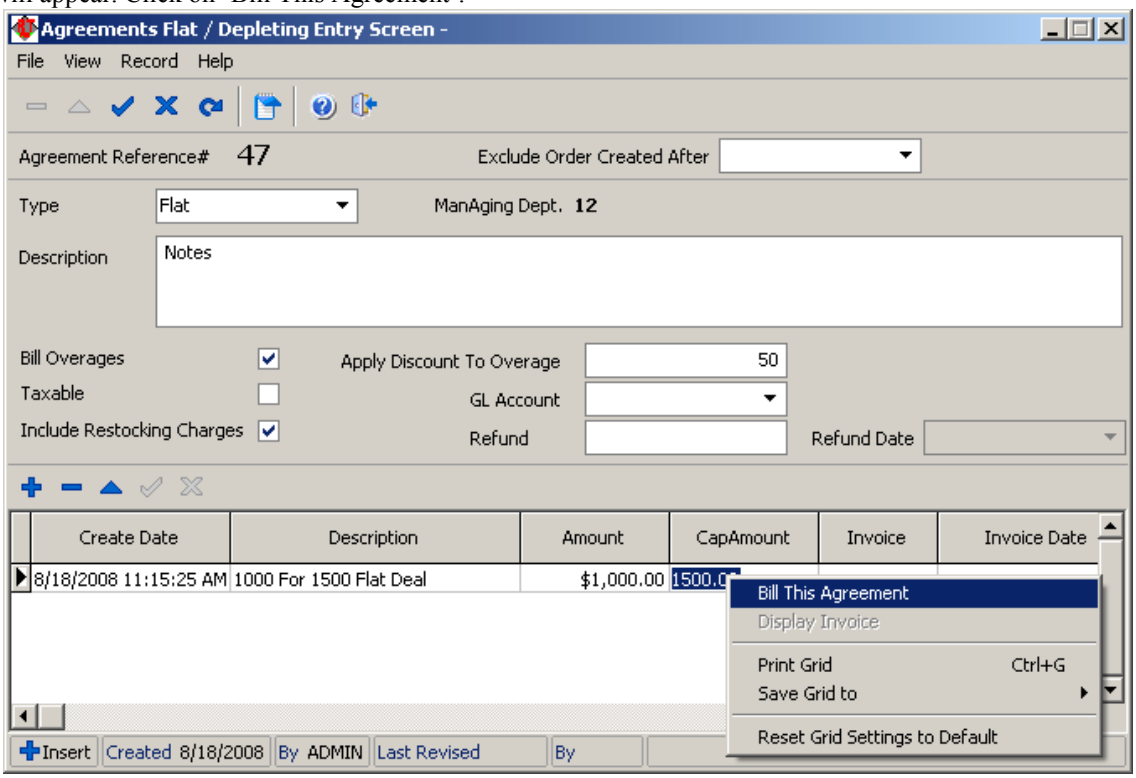
Invoice Date – This is the date the agreement was billed.

Overage Billed – This is a reference which would indicate if there have been any overages billed. This field is maintained by the system.

Description – This is the description of the agreement. Description will printout on the invoice when the agreement is billed.

Billing an Agreement

To bill an agreement position the cursor on the agreement line. Next right click with your mouse. A menu will appear. Click on 'Bill This Agreement'.



The Invoice Header Screen will then appear.

Checking the Balance of an Agreement

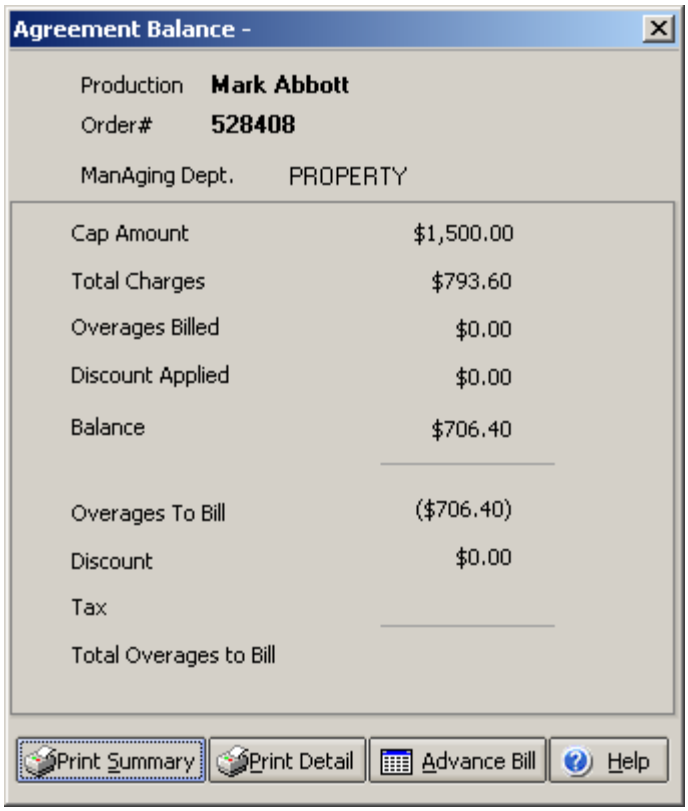
There are several locations where the balance of an agreement can be checked. When checking the balance the system will consider all the agreements created for the Production or Order.

One location is on the Order Header Screen under the Agreement menu option. Click on the Agreement Balance. If the Agreement is established on the Production level, the calculations will be across all the orders attached to the agreement.

A second location is on the Order Processing Screen under the Billing menu option. Click on the Agreement Balance. If the Agreement is established on the Production level, the calculations will be across all orders attached to the agreement.

A third location is on the Production Header Screen under the Agreement menu option. The system will prompt for the managing department if this option is used. Click on the Agreement Balance. The calculations will be across all the orders attached to the agreement.

A fourth location is on the Rental Checkout Screen under the Agreement menu option. Click on the Agreement Balance. The calculations will be across all the orders attached to the agreement.



Definition of fields:

Managing Department – This is the department the agreement(s) are attached to.

Cap Amount – This is the total cap amounts.

Total Charges – This is the amount of the total charges. If the agreement is at the production level then the system looks at the orders for the production which are linked to the managing department. The system will exclude orders which have been marked, 'Exclude from Agreement'.

Overages Billed – If overages have occurred and have been billed the system will display if amount of the billed overage.

Discount Applied – This is the discount to the overages billed. The agreements can be setup to discount the overages.

Balance – This is the agreement balance. A negative amount will be indicated in ( ).

Overages to Bill – If there are outstanding overages to be billed the amount will be referenced.

Discount – This is the discount to the outstanding overages.

Tax – This is the tax which will be applied to the Overages to Bill – Discount. Tax can be indicated on the agreement screen. The tax rate must be established on the Production Information Screen.

Total Overages to Bill – This is the total amount of overages to bill.
There are 2 reports, which can be printed from the agreement balance screen:
The summary report prints the information shown on the balance screen. The print detail prints out the backup to support the balance screen.

The detail report prints out order's billing calculation, rentals, extended rentals and restocking. The report is separated by order number. This report can be extremely long.

Reviewing the List of Agreements
From the Production Header screen or Order Header Screen under the Agreement menu option click on the Agreement listing. A list of the agreements entered across the production will be displayed. The listing can

be printed by clicking on the printer icon. To see the details of an agreement double click on the agreement line.

Functions and Limitations of Agreements

If there is an agreement on a production, orders within the production can be included or excluded from the agreement. The default is to include the orders on any agreement made on the production. To exclude an order from an agreement the "exclude from agreements" field must be checked. The field is located on the order header screen.

Once an order has been billed through the normal billing process the order cannot be attached to an agreement. The system does not allow switching back and forth between including and excluding orders from agreements.

The balance of an agreement changes as activity occurs on the orders attached to the agreements. The balance from one moment to the next can alter the balance. The rental calculations are based upon the billing schedule used for the orders. Rentals and Extended rental charges are always considered in the agreement. Restocking charges are optional. Cleaning, Loss, Damages, Miscellaneous and Labor charges are NEVER considered part of the agreement activity.

Although there can be multiple agreements attached to the production and order, there can only be one type of agreement. If the production/order has a flat agreement it cannot have a depleting deposit.

If the managing department option is used then orders which are using the managing department will be considered in the agreement balance.

Order Billing Schedule

This is the Billing Schedule function. RTPro is designed to create an invoice for billable rental items on a daily basis. Variations to standard daily invoicing can be designed by setting up a billing schedule. For example, you may wish to only invoice an order every day or perhaps invoice with a 50% discount every four days. Use the billing schedule to define these billing periods so that certain reports and invoicing procedures will prompt billing periods for the order according to your schedule and amounts, rather than the daily default settings.

A billing schedule exclusive to this order can be built. Click on the Add icon. The Cycle field will be populated with the next available cycle#. Enter the following fields.

Note: This procedure is available when order is not in history.

Number of Days – This is the number of days that a cycle will be billed. When you choose number of days, the date fields will automatically fill in. The begin date is the next available begin date and the end date is based on the number of days entered.

Discount Percentage – If a discount should be applied to the rental charges, enter a discount. The discount will be applied at the time of billing the order. The discount will be applied on top of any discount given from the Rental Order Entry Screen.

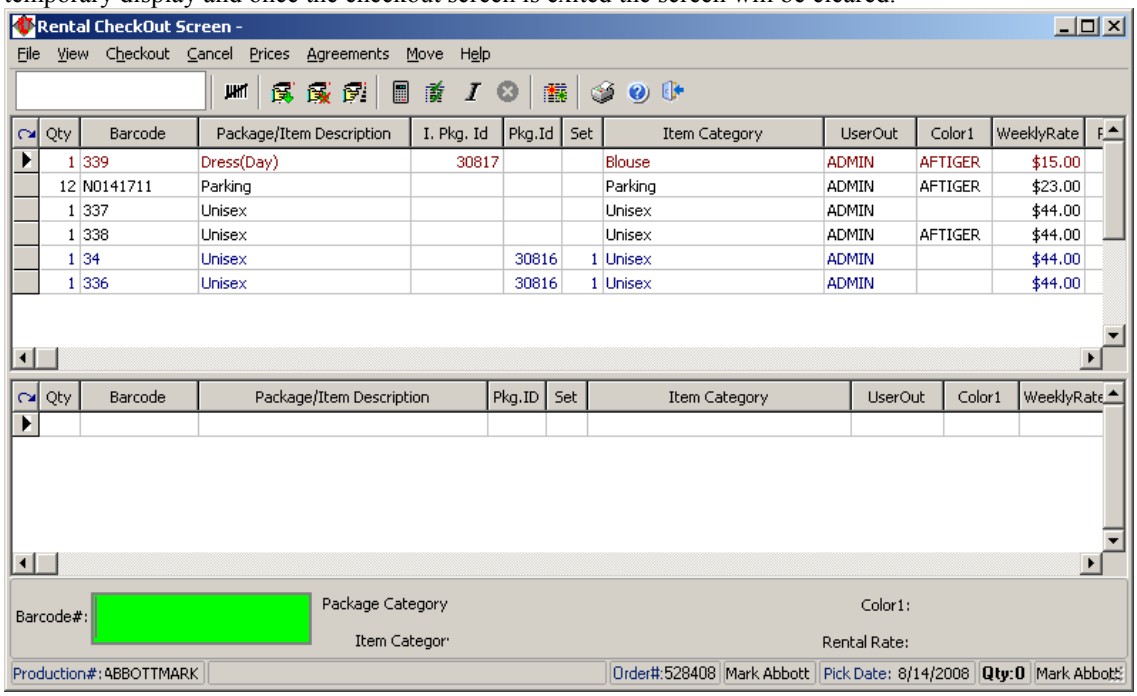
Create Billing Schedule from Template – To use a billing schedule from a template, (see Setting up Billing Schedules in Chapter 3) that has been created, enter a billing code or use the drop down arrow to choose one from the Billing Schedule Lookup. Then click on the "Create Billing Schedule" button. The date fields will populate according to the order and template criteria, while the rest of the fields will populate with the data from the template. These fields can be edited and additional cycles can be added by clicking on the Add button. If changes or additions are made, be sure to check the Stop/Loop and Cycle fields to see if they need to be adjusted.

Create Billing Schedule from Production – If the production for this order has a billing schedule created for it, it may be used on this order by clicking on "Production Billing Schedule" button. The date fields will populate according to the order and production template criteria, while the rest of the fields will populate with the data from the template. These fields can be edited and additional cycles can be added by clicking on the Add button. If changes or additions are made, be sure to check the Stop/Loop and Cycle fields to see if they need to be adjusted.

Check Out Process

Check Out Screen

The checkout screen is split into 2 sections. Since Rental Tracker Pro is a multi-user system more than one user can be checking out items at the same time. The top section of the screen displays all the items attached to the order. The bottom section displays items checked out from the current workstation. This is a temporary display and once the checkout screen is exited the screen will be cleared.


Rental CheckOut Screen -
File View Checkout Cancel Prices Agreements Move Help
Qty Barcode Package/Item Description I. Pkg. Id Pkg.Id Set Item Category UserOut Color1 WeeklyRate
1 339 Dress(Day) 30817 Blouse ADMIN AFTIGER $15.00
12 N0141711 Parking Parking ADMIN AFTIGER $23.00
1 337 Unisex Unisex ADMIN $44.00
1 338 Unisex Unisex ADMIN AFTIGER $44.00
1 34 Unisex 30816 1 Unisex ADMIN $44.00
1 336 Unisex 30816 1 Unisex ADMIN $44.00
Qty Barcode Package/Item Description Pkg.ID Set Item Category UserOut Color1 WeeklyRate
Barcode#:
Package Category
Item Categor
Color1:
Rental Rate:
Production#: ABBOTTMARK
Order#:528408 Mark Abbott
Pick Date: 8/14/2008
Qty:0 Mark Abbott

The green highlighted bar is the barcode prompt. As barcodes are scanned or entered, the item will be checked out to the order. The record will appear on the top section of the screen and the bottom section of the screen. Within the current session the Quantity count will be updated as items are checked out to the order. Information about the item checked out will be displayed next to the barcode prompt.

The top section of the screen is sorted alphabetically by package/item description. The sort can be changed on the top section. There are two other sorts available on the screen. The sorting can be by barcode or item description. To sort by barcode or item description click on the label at the top of the column.

The bottom section of the screen sorts the data in order of the items checked out. The sort cannot be changed. This comes in handy when the user needs to see the last item scanned out to the order.

At the bottom of the screen the production, parent, contact and order number are displayed.

Functions within the Check-out Screen

This function sets the program in the Barcode checkout mode. The barcode will be prompt at the bottom of the screen. This is the default mode every time the user enters into the screen.

This is the cancel mode. The function allows canceling of barcoded items off an order. When selected the barcode prompt will turn to red. As items are scanned the item will be removed off the order. There are restrictions to the cancel routine. If an order has been billed then items cannot be canceled off the order. Another restriction is if the item has been checked in the item cannot be canceled off the order. When items are canceled off an order, a record is written to a log with the date, time, user, and the item canceled.

This is the noncoded checkout function. A noncoded item is an item, which does not have a barcode label. When the noncoded function is selected, a noncoded information screen will appear. The noncoded item can then be described. The screen looks very similar to the barcoded inventory information screen. On the noncoded information screen a quantity is prompted. This feature comes in handy when checking out

bulk items that cannot have a barcode placed on it. For example if checking out clear drinking glasses, since the glass is clear a barcode label may not be practical. The clear drinking glasses can be checked out in bulk. (For more details refer to Checking Out Non-coded Items).

This is the batch download checkout function. The function is only available with batch download scanners, which have been programmed by Rental Tracker Inc. Call Rental Tracker for details regarding batch scanners. The batch function allows exporting data from a batch scanner to a workstation. The feature comes in handy when rental items are located away from the shop and computer. The items can be scanned using a batch scanner and then the information can be downloaded to the workstation at a later time. Refer to Using the Batch Download Function.

This is the instant package function. An instant package allows giving a price for a group of items only for the order being worked on. For example you may want to create an instant package for a military scene. The military scene may consist of 50 Military uniforms. While in the instant package mode all barcoded and noncoded items will be attached to the Instant Package. The instant package price will be charged and not the item prices. Refer to the Instant Package Section.

This icon stops the instant package mode. When the mode is stopped the system will be in the barcode checkout mode.

This icon prints a Rental Checkout Sheet.

This function displays all incomplete packages within the order. A package is a group of items that are linked together within inventory. For example, 3 piece suit. The package would be a Coat, Vest and Pants. The items should always be checked out together. In the event the items are not checked out together, the package would be incomplete. Listed within the incomplete screen are the items attached to the package and the status of each item. Incomplete is also noted on the customer's checkout sheets.

Possible Error Message when Checking out Items

Barcode not on file – If an item is scanned which does not exist on file, the system will omit a bad beep and display "Barcode not on file. Do you wish to add it?". If yes the system will go to the inventory entry screen. The inventory screen will be defaulted to single add mode. If another mode is to be used, click on the stop sign. The system will remain in the inventory screen, but the other options will be available. As items are added the items will be checked out to the order. Press F10 or click on the x when done adding to inventory. The system will return to the checkout screen.

This barcode is already checked out to the order – The system already has the item checked out to the order. The same barcoded item cannot be checked out to order more than once. Press Ctrl Z to exit the error message.

This order is locked in. No more items can be checked out or canceled – If the order has been marked as locked on the order header then no additional checkouts can be attached to the order.

This order has been billed. Checkout or Canceling the checkout is not allowed – Once an order has been billed the rental checkouts are locked in.

Invalid Barcode. Not a Valid Prefix – The prefix on the barcode labels can be noted in system setup. If a barcode is scanned which does not match the prefix, the scan will not be accepted.

This item is out on order xxxxx. Do you want to check it in on the older order? – There are times when items get put back in stock without being checked in on the order they were rented to. The system catches these occurrences when the item is scanned to the next order. The items can be checked in on the old order and checked out to the new order. The check-in date on the old order is the current system date.

Colors displayed on Screen

Black – Single items not attached to a package are displayed in black.
Blue – Items attached to a package and not an instant package are displayed in blue.
Red – Items attached to an instant package are displayed in red.

Get Staff

If "Record and Print Staff that Checkout the Order" is checked in System Setup, then at the time the user enters into the checkout process, Staff dialog box appears and user will be prompted "Enter in initials of staff involved in this checkout". The initials entered will print on the checkout sheets.

Checkout Non-Coded

From the Checkout Screen, click on the Non-coded Checkout icon. Non-Coded Check Out Screen will appear.

The system will prompt for descriptive information. It is important that items are described enough so that when the items are checked in the items can be recognized. For example if there are 3 vases checked out and then another 5 vases it will be important to be able to recognize the different types of vases. This way the wrong ones will not be checked in. This could be extremely important when dealing with Loss and Damages.

Images can also be taken within the non-coded checkouts. The process is the same as within the barcoded inventory screen. Refer to the Imaging Menu section in Chapter 5 for more details.

To save a non-code checkout click on the post icon. When the record is saved the screen will remain on the non-coded checkout screen. This is so the user is allowed to enter in more non-coded checkouts. To add a new non-coded checkout click on the +.

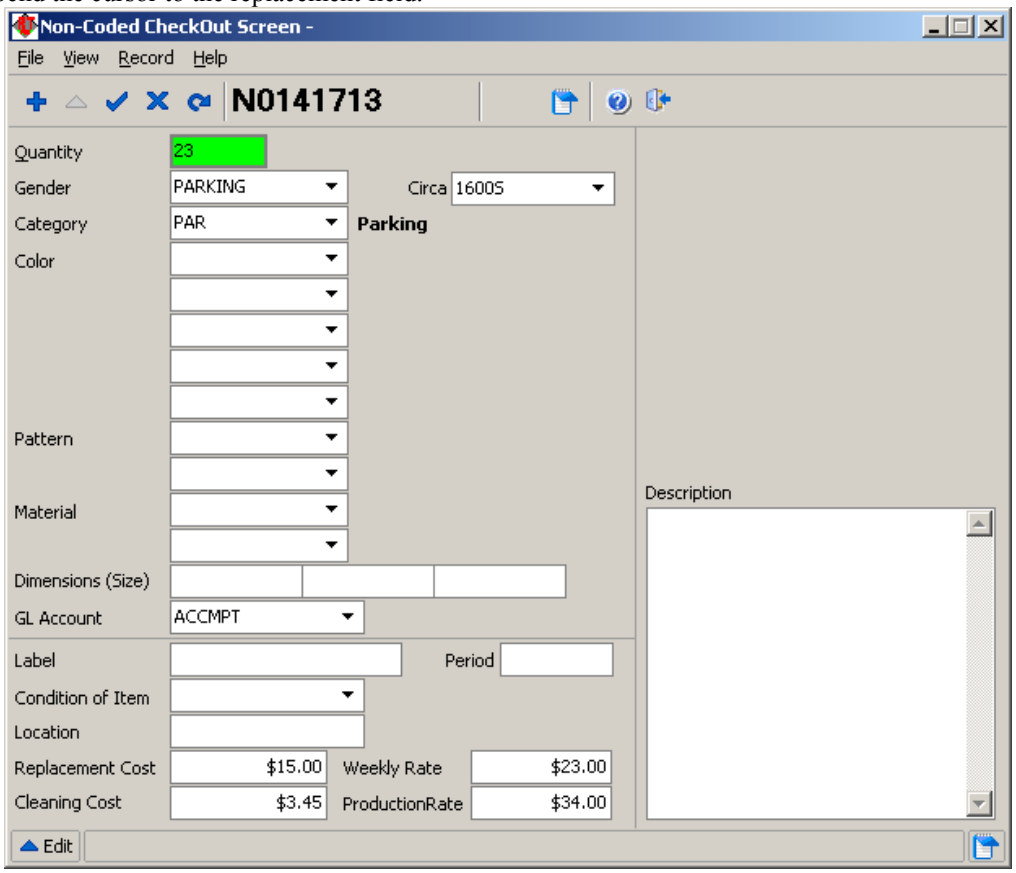
Another way to save a noncoded checkout is to press F10. When F10 is pressed the record will be saved and the system will return to the prior checkout screen.

There are a few hot keys to help maneuver through the screen.

Ctrl-O – Expands to a full notes screen. When the note is saved the notes appear in the description area.

F6 – Sends the cursor to the Description field.

F8 – Send the cursor to the replacement field.



Other Important Checkout functions

Under the File Menu

Print – This option prints a complete checkout sheet. Complete checkout sheet is all the items attached to the order.

Print the Grid – This option prints out the information on the top section of the checkout screen. The information on the top section of the screen can be arranged by the user. The information will print in the formation shown on the screen. The system allows printing portrait or landscape. Landscape will print more columns.

Under the Checkout Menu

Barcode – This sets the mode to barcoded checkout. The prompt will be on the barcode field on the bottom of the screen.

Non-Coded – This brings up the non-coded checkout screen. Clicking on the icon do the same thing. A noncoded item is an item, which does not have a barcode label. When the noncoded function is selected, a noncoded information screen will appear. The noncoded item can then be described. The screen looks very similar to the barcoded inventory information screen. On the noncoded information screen a quantity is prompted. This feature comes in handy when checking out bulk items that cannot have a barcode placed on it. For example if checking out clear drinking glasses, since the glass is clear a barcode label may not be practical. The clear drinking glasses can be checked out in bulk. Refer to Checking Out Non-coded Items.

Instant Package – This brings up a new instant package screen.

Stop Instant Package – This stops the instant package mode.

Batch Barcode - This is the batch download checkout function. The function is only available with batch download scanners, which have been programmed by Rental Tracker Inc. Call Rental Tracker for details regarding batch scanners. The batch function allows exporting data from a batch scanner to a workstation. The feature comes in handy when rental items are located away from the shop and computer. The items can be scanned using a batch scanner and then the information can be downloaded to the workstation at a later time.

Under the View Menu

Non-coded Items Only – The system will filter and display only the non-coded rental checkouts.

Barcoded Items Only – The system will filter and display only the barcoded rental checkouts.

All Checkouts – All the items attached to the order will be displayed.

Incomplete Sets – This function displays all incomplete packages within the order. A package is a group of items that are linked together within inventory. For example, 3 piece suit. The package would be a Coat, Vest and Pants. The items should always be checked out together. In the event the items are not checked out together, the package would be incomplete. Listed within the incomplete screen are the items attached to the package and the status of each item. Incomplete is also noted on the customer's checkout sheets.

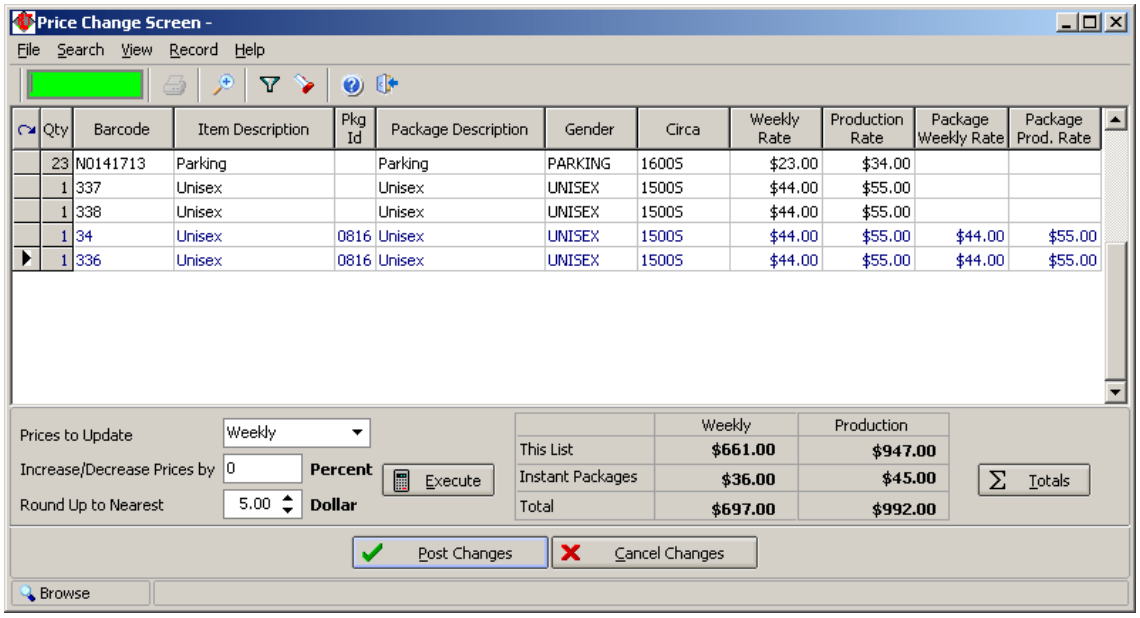
Under the Cancel Menu

Barcode – This sets the mode to cancel barcoded checkout. The prompt will turn to red on the barcode field on the bottom of the screen. The barcoded items can be scanned at that point. The items will be removed off the order.

Noncoded – The function only works on a noncoded line item. The noncoded item will be removed from the order. Noncoded items cannot be canceled off an order if the order has been billed.

Under the Price Menu

Change Prices for this Order – This function allows editing the rental rates on an individual order. The price changes only affect the order and do not affect the inventory items attached to the order. Prices can be changed on individual items or across the entire order. The prices can be increased or decreased by a percentage and rounded to the nearest dollar. A list of the items attached to the order will be listed.

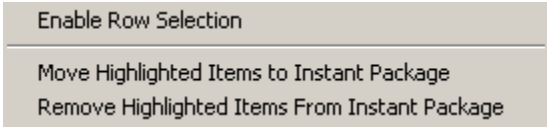

Price Change Screen -
File Search View Record Help
Qty Barcode Item Description Pkg Id Package Description Gender Circa Weekly Rate Production Rate Package Weekly Rate Package Prod. Rate
23 N0141713 Parking Parking PARKING 16005 $23.00 $34.00
1 337 Unisex Unisex UNISEX 15005 $44.00 $55.00
1 338 Unisex Unisex UNISEX 15005 $44.00 $55.00
1 34 Unisex 0816 Unisex UNISEX 15005 $44.00 $55.00 $44.00 $55.00
1 336 Unisex 0816 Unisex UNISEX 15005 $44.00 $55.00 $44.00 $55.00
Prices to Update Weekly
Increase/Decrease Prices by 0 Percent
Round Up to Nearest 5.00 Dollar
Execute
Weekly Production
This List $661.00 $947.00
Instant Packages $36.00 $45.00
Total $697.00 $992.00
Totals
Post Changes
Cancel Changes
Browse

To change individual prices type the new price on the amount for the individual item.
To change prices across the entire order, enter in the increase or decrease percentage.
Enter in what price column to change. Weekly, Production or Both.
An amount to round the calculation can be entered. This is optional.
Click on the Execute button to execute the price changes. The screen will reflect the new prices. The prices are not yet posted to order.
Click on the Totals button to refresh the summary of totals.
Click on Post Changes to update the order.

Under the Agreements Menu

Agreement Balance – If the order is attached to an Agreement, such as a Flat or Depleting Deposit, the balance can be checked. See Agreements for further explanations.

Under the Move Menu



The move option allows attaching of unattached items to an instant package.

Enable Row Selection – This function allows the user to tag line items listed on the top grid. To tag a line item position to the line item and click on with the mouse. The line will turn to blue. To highlight a second item position the cursor on the line item and press the CTRL and the mouse. To highlight a block of records use the ATL and the mouse.

Move Highlighted Items to Instant Package – The system will prompt for the instant package ID. The package ID can be found on the top area of the listing. All items which have been highlighted will then be attached to the instant package.

Remove Highlighted Items from Instant Package - The system will prompt for the instant package ID. The package ID can be found on the top area of the listing. All items which have been highlighted will then be unattached to the instant package.

Checkout Right-Click Menu

There are several functions available within the listing of the items. The functions are available by right clicking on a line item.
The functions are:

Cancel Noncoded Checkout – The function only works on a noncoded line item. The noncoded item will be removed from the order. Noncoded items cannot be canceled off an order if the order has been billed.

View Noncoded Information – The function only works on a noncoded line item. The noncoded detail information screen will appear.

Edit Noncoded Information – The function only works on a noncoded line item. The noncoded detail information screen will appear allowing edits to be made to the noncoded entry. Rental rates cannot be edited if the order has been billed.

View Barcoded Information – Available for barcoded items only. The barcoded information screen will appear.

Edit Barcoded Information – Available for barcoded items only. The barcoded Information screen will appear. Edits can be made to the inventory item if the item is currently out on the order. If edits are made to the inventory record the information will be updated on the permanent inventory record and the information on the rental checkout will be updated. Rental rates cannot be edited if the order has been billed.

Swap Barcoded Item – Use this feature to swap a Barcoded item with another one.

View / Edit Instant Package – This function is available if positioned on an item attached to an instant package. This option will allow editing an instant package header. Rates on the instant package cannot be edited if the order has been billed.

Add items to an Instant Package – This function is available if positioned on an item attached to an instant package. The instant package mode will be set and any items checked out to the order will be included in the instant package. Additional checkouts are only allowed if the order has not been billed.

View Quantities for this Instant Package – When viewing the quantities on an instant package a list of items grouped by Gender/Department, Circa/Main, and Category.

View Quantities for this Order – A list of items excluding all instant package for the order will be displayed. The items will be grouped by Gender/Department, Circa/Main, and Category.

Dismantle Instant Package – This function is available if positioned on an item attached to an instant package. The instant package will be dismantled and the items will be checked out to the order as normal.

Printing a Checkout Sheet

When exiting out of the Checkout Screen a Print Menu will be displayed. Options available are:
A Partial or Complete listing can be printed. A partial report will print only the bottom section of the screen. A complete listing will print all the items attached to the order.
Users can select whether to print the replacement price and rental rates.
Users can also select to print thumbnails if items have images in the system.
If images are attached to noncoded items the images can be printed if the box is checked. One image will print per page.
A Preview Bill can be printed for the order. The system will print a preview invoice.
Increase/Decrease Prices by a percentage will change the replacement prices on the checkout sheet. The replacement prices will not permanently change the checkout records. Only the checkout sheet will print the altered prices.
Round Up to the nearest will adjust the replacement prices on the checkout sheet.
If there are any miscellaneous charges attached to the order the miscellaneous charges will print out after the rental line items.

Instant Package

An instant package allows grouping items into a package price. When an instant package is created the system will prompt for:

Description of the package – The description of the package will print on the customer rental checkout sheets.

Quantity – The quantity entered is the quantity of sets within the instant package. This is NOT the quantity of items checked out. The quantity will be multiplied by the rental rates. For example if you would

like to charge the customer for 10 Outfits regardless of the number of items within the instant package then the quantity should be 10. The quantity will print out on the customer checkout sheets.

GL Account – This field is required if the Accounts Receivable module is used. Click on the lookup for possible choices.

Weekly Rate/Production Rate – Depending on the order's setup and the billing schedule the rental rates will be calculated from the weekly or production rate. The rate will be multiplied by the quantity.
Once the fields are entered press F10 to save the instant package header. The system will return to the checkout screen. At the top of the screen will be the words "Instant Package" in bold red. This means the system is in the instant package mode.
All items checked out will be part of the instant package until the stop sign is pressed.
When a checkout sheet is printed the instant package items will be grouped together.

Checkout A Menu Book Item

You can check out items by the menu book if you have defined a menu book into your system. When you enter in the menu book code either by typing it in on the barcode prompt or scanning from a menubook printout, in Rental Checkout screen, system will open "Checkout By Menu Book". Fill in the requested fields and then press Ok.
Canceling a Menu Book Item off an order.

Click on the cancel barcoded icon The bottom barcode field will turn red. Next enter in or scan the menubook item code. Enter in the quantity.

Miscellaneous Charge Entry Screen

Rental Tracker Pro allows adding miscellaneous charges to an order. Miscellaneous charges are a billable at a onetime charge. An example of miscellaneous charges would be a box of hangers, boxes, and other expendables.

When clicking on the

the miscellaneous listing will display. The miscellaneous display shows all the miscellaneous entries across the order.
To add a new Miscellaneous Entry:
Click on the +. The miscellaneous screen will display. Prompted will be the following:

Category – There is a lookup of all the possible miscellaneous categories. To display the listing click on the {…}. To add miscellaneous categories refer to the File Maintenance section.

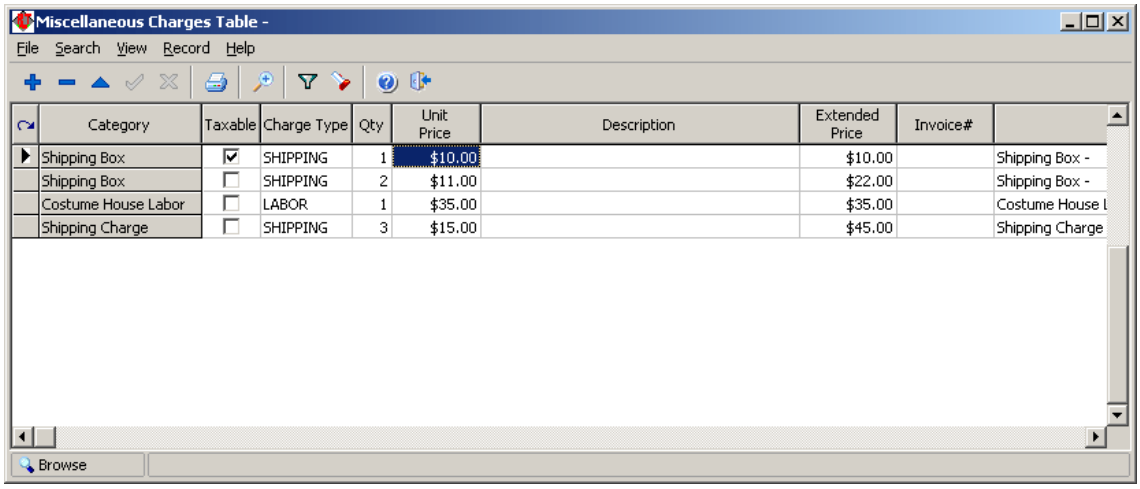
Taxable – If the miscellaneous charge should be taxable click on the box. The production must be setup with tax.

Notes – Any additional information regarding the miscellaneous line should be entered. The information will print out on customer reports.

Charge Type – The charge type is an optional field. The table can be setup to specify the type of charge. Perhaps your shop might use the miscellaneous entry for labor, sales, manufacturing.

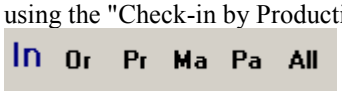
Quantity – Number of units to be charged.

Unit Price – This is the amount to charge per unit.
Identified on the screen is the invoice the line item was billed on.
Miscellaneous charges are billed onetime.


Miscellaneous Charges Table -
File Search View Record Help
Category Taxable Charge Type Qty Unit Price Description Extended Price Invoice#
Shipping Box SHIPPING 1 $10.00 $10.00 Shipping Box -
Shipping Box SHIPPING 2 $11.00 $22.00 Shipping Box -
Costume House Labor LABOR 1 $35.00 $35.00 Costume House L
Shipping Charge SHIPPING 3 $15.00 $45.00 Shipping Charge
Browse

Check In Process

Rental Tracker Pro offers a variety of features to facilitate a timely and accurate Check-in of all items that are checked out on an order. On the surface, the procedure is simply a reversal of the checkout procedure – what went out must come in, including Barcoded and Noncoded items. Each item will be marked with the date and time it is returned, as well as the user who checked in the item. RTPro will also allow you to check-in items as loss, damaged or trade. It is possible to check-in more than one order at the same time by using the "Check-in by Production, Master or Parent" features as outlined later in this chapter.



Items can be checked in across a master, Parent, Production, or by an Order or Across the entire system. In order to check-in items across a Parent or Production an order for the Parent or Production must first be selected. To select an order click on (…) next to the order prompt at the bottom of the screen of the order processing screen.

Once the order is displayed in the "Current Working on" Section check–ins can be done.

Checkin By Master

In order to check in items across a master, the user must first select the Master code from the Master Lookup table, and then items can be checked in through the Rental Checkin Screen.

Checkin All

In order to check in barcoded items across the entire system, you can select Rental Checkin-All Screen by pressing (All) icon from the Order Processing Screen.

Check In Screen

The checkout screen is split into 2 sections. Since Rental Tracker Pro is a multi-user system more than one user can be checking in items at the same time. The top section of the screen displays all the items attached to the order. The bottom section displays items checked in from the current workstation. This is a temporary display and once the check-in screen is exited the screen will be cleared.

The green highlighted bar is the barcode prompt. As barcodes are scanned or entered, the item will be checked in to the order. The record on the top section will appear with a check in date stamp and also the mode of the check-in. The item will also appear on the bottom section of the screen. Within the current session the Quantity count will be updated as items are checked in to the order. Information about the item checked in will be displayed next to the barcode prompt.
The top section of the screen is sorted alphabetically by package/item description. The sort can be changed on the top section. To sort by barcode, item description or order, click on the label at the top of the column.
The bottom section of the screen sorts the data in order of the items checked in. The sort can be changed.

Functions within the Check-in Screen

Rental Tracker Pro allows tracking how the items are checked in. The possible choices are Clean, Not Clean, Loss, Damage or Trade. The following is an explanation of the modes.

Clean – The item are returned clean and a cleaning charge will not apply. If the item is checked in as clean and the check-in date is within the approval date, and the USED box is not marked, the item is considered not used. Not used means the item will not be charged for the rental, instead a restocking charge can be applied. To charge a restocking fee the order must be setup to charge restocking.

Not Clean – When an item is checked in as "not cleaned" then the item is considered used. If there is a cleaning rate on the inventory item, the customer can be billed a cleaning charge. The cleaning charge will only apply if the order is not marked as "Cleaning Across All Items". The item is considered used regardless of the approval date on the order header. Not Cleaned means used. A rental charge will be billed for items marked as not cleaned.

Damage – If an item is returned as damaged, the mode must be set to damage before the item is checked in. When the item is checked in a damage screen will appear. The system will prompt for the description of the damage, the repair location, the cost of the repair, and if the customer should be billed. Since the repair cost may not be known at the time of check-in, the damage price can be entered at a later point. Refer to the Damage Section later in this chapter. An item marked as damaged is considered used and a rental rate will be charged.

Loss – If an item is returned destroyed and un-repairable, the mode must be set to Loss before the item is checked in. When the item is checked in as a loss the loss screen will appear. The system will prompt for the description of the damages, the cost of the loss, and if the customer is to be billed. The cost of the loss will default in from the replacement price indicated on the inventory record. The cost can be changed. If the price is altered the change will be logged to the exception file. An item marked as a loss is considered used and a rental rate will be charged. When an item is marked as a loss the item is removed from the inventory file and is moved to the retired inventory file. The item can no longer be checked out to an order unless the item is restored back to inventory.

Trade – If an item is perhaps lost because the customer cannot find the item and the customer would like to give a replacement for the item, and then the trade mode can be used. The mode must first be set to trade. The original item must be checked in. The system will prompt for a description of the trade. The item will not be charged for the replacement cost. The item will however be charged for the rental. When an item is checked in as a trade the inventory item is retired. The item can no longer be checked out to an order unless the item is restored back to inventory.

This option only applies when used items are being checked in within the approval date. If an item is being returned within the approval date and the item is used the box must be check before checking in the items. If items are checked in after the approval date then the used option does not apply. All items return after the approval date are considered used.

A check-in date can be entered in. The date will default in as the system date. This feature comes in handy at times. An example is when items are returned Friday evening and the shop is closing and the items will not be checked in until Monday morning. When the items are checked in on Monday morning the date can be set to Friday's date. The return date of items is important because the return date effects how the items will be billed to the customer.

This function sets the program in the Barcode check-in mode. The barcode will be prompt at the bottom of the screen. This is the default mode every time the user enters into the screen.

This is the cancel mode. The function allows canceling a check-in of barcoded items. When selected the barcode prompt will turn to red. As items are scanned the check-in date will be removed from the item. There are restrictions to the cancel routine. If the item is now attached to another order then canceling the check-in is not allowed. An item cannot be checked out to more than one order.

This is the batch download checkout function. The function is only available with batch download scanners, which have been programmed by Rental Tracker Inc. Call Rental Tracker for details regarding batch scanners. The batch function allows exporting data from a batch scanner to a workstation. The feature comes in handy when rental items are located away from the shop and computer. The items can be scanned using a batch scanner and then the information can be downloaded to the workstation at a later time.

Filtering the items displayed

Depending on the selection made when entering into the check-in screen, by Parent, Production or Single Order determines what items can be displayed. The top section of the screen can be filtered to display items many different ways. Under the View Menu option are several choices to filter items. A description of the filter choices are:

Clear All Filters – This removes all filters and displays all items. All items linked to either the Parent, Production or Order will be displayed. The barcoded and noncoded items for outstanding items and the returned items will be displayed.

Filter Rentals

All Items – All items linked to either the Parent, Production or Order will be displayed. The remaining and returned items will be displayed.

Remaining Items – The remaining items out on the Parent/Production or Order will be displayed.

Items Checked In – The items checked in can be filtered by the various types. The types are Clean, Not Cleaned, Approval, Damage, Loss, and Trade.

Filter Items

All Items – Both Barcoded and Noncoded items will be displayed for the Rental Filter selected.

Barcoded Only – Only the Barcoded items will be displayed for the Rental Filter selected.

Noncoded Only – Only the Noncoded items will be displayed for the Rental Filter selected.

Filter Packages

All Items – Both Barcoded and Noncoded items will be displayed for the Rental Filter selected.

Instant Packages – Only items attached to the Instant Packages will be displayed for the Rental Filter selected.

Packages – Only items attached to Packages will be displayed for the Rental Filter selected.

Checking in Noncoded Items

It is recommended when checking in noncoded items that the filters be set to display only the noncoded items. This helps simplify and speed up the noncoded check-in process. Refer to the previous section, Filtering Items, for details.

To check-in a noncoded item position the cursor on the noncoded record and press enter. The noncoded items will be highlighted. Next right click on the item. A menu will appear. Select the Check-in Nonocoded. If there is more than one noncoded item the quantity to be checked in must be entered. Partial returns are allowed in Rental Tracker Pro. If a partial return is entered, the record is split into 2 records. One record will contain the returned quantity and the other will contain the remaining quantity. Once a record is split the records cannot be put back together. The remaining quantity will be reassigned a new noncoded number. The original number will be referenced in the Origin column.

Other Noncoded Functions available through the right click menu are:

Cancel a Noncoded Checkin – This function removes a check-in.

View/Edit Noncoded Information – This function displays the noncoded information screen, and allows editing of the information. If an image is attached to the noncoded item, the image can be view and altered. Rental tracker allows marking an image with a stamp. The possible stamps on an image are In, Loss, Damage. This comes in handy when you need to identify what items have been returned on the

image. For example if 5 ties were checked out and only 2 were returned you might want to mark on the image the 2 ties which were returned. To mark an image, right click on the image. The possible choices will appear.

Additional Functions within the Check-in Screen

Functions available through the right click menu. When highlighting a record on the top section of the check-in rentals display there are options available by right clicking on the mouse.

The options available are:

Check-in Non-coded – Allows checking in noncoded items. Refer to the Checking in Noncoded items section for details.

Cancel a Noncoded Checkin – This function removes a check-in.

View/Edit Noncoded Information – This function displays the noncoded information screen, and allows editing of the information. Refer to the Checking in Noncoded items section for details.

View Barcoded Information – The Barcoded Information screen will appear displaying the details of the barcoded item.

Swap Barcoded Item – Use this feature to swap a Barcoded item with another one.

View Loss Information – The Loss details will be displayed. This option is only available for items checked in as a Loss.

View Damage Information – The Damage details will be displayed. This option is only available for items checked in as Damage.

View/Edit Instant Package Information – The Instant Package header will display. This option is only available for items attached to an Instant Package.

Summary Sheet – This function displays the item consolidated by category. The summary display shows the original quantity out, the quantity in and the quantity still out.

View/Edit Order Header – This function displays the order header attached to the rental item. This comes in handy when more information is needed regarding the item.

Under the Loss and Damage Menu

Damage List – The items checked in as damaged will be listed.

Loss List – The items checked in as loss will be listed.

Under the Missing Rentals Menu

Display Missing Rentals – A list of the items still out will appear.

Mark Missing Rentals as Loss – Caution should be used when performing this function. The function when performed will check-in all remaining items as a Loss. The items will be marked as billable to the customer.

Mark Missing Rentals as Trade – Caution should be used when performing this function. The function when performed will check-in all remaining items as a Trade. The items will be marked as billable to the customer.

Undo Mark Missing Rental as Loss/Trade – This function will undo items checked in as a loss or trade. To reverse items marked as loss/trade the date that must be entered is the date that the loss/trade was performed. Only the loss/trade will be reverse on the items for the specified date. If the loss items have already been billed to the customer the function is not allowed.

Under the Move Menu

Move Remaining Items to Another Order – This option will take all the items remaining out and move them to another order. This feature can be helpful when consolidating the items on large productions or orders onto one order. The new order must first be created. The system will prompt for the order number the items should be moved to.

Move Highlighted Items to Another Order – Items which have not been checked in can be selected and moved to another order. To select item position on the item on the top area of the check-in screen and press CTRL C. While marking the items the CTRL key must continue to be pressed. Once the items are selected choose the 'Move Highlighted Items to Another Order' option. The system will prompt for the new order number. The items will be moved to the new order.

Printing a Check-in Sheet

When exiting out of the Check-in Screen a Print Menu will be displayed. This report will print checked in rental items.

Select Order to Print the Delivery Receipt

This screen appears when a user select "Combined CheckOut/Checkin" option from Check-in Sheet report. User can select the desired orders from the list to print the delivery receipt. This screen is useful for Checkin by Production, Parent or Master.

Loss & Damage Sheet

If selected, program prints the checkins for loss and damages. The cost can be displayed in the printout if "Include Cost" is checked on the right side of the Checkin Sheet screen.

Print Menubook Barcode for Checkin Sheet

In the checkin sheet report, when the user selects Outstanding Sheet or Outstanding (Noncodeds), the "Print Menubook Barcode" option will be enabled. When this box is checked, program prints the scanner readable and human readable code for the Menubook in the Barcode/Noncode column.

Print Thumbnails on the Outstanding Sheet

When "Print Thumbnails" on the right side of the Checkin Sheet screen is selected, program will print Thumbnails, in Image column of the report sheet. For other options, except the Outstanding Sheet and Outstanding (Noncodeds), this checkbox is unchecked and disabled.

Chapter 7

Shopping Cart

In This Chapter:

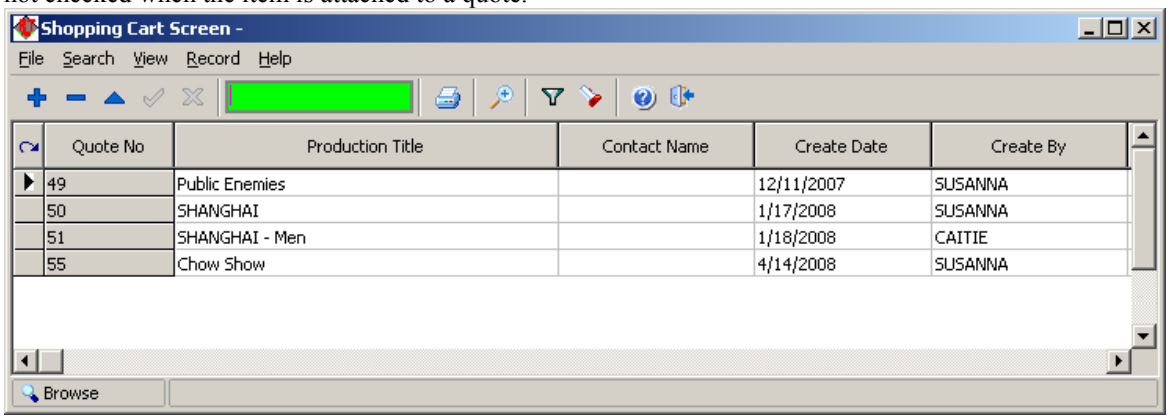
Introduction to the Shopping Cart module
Shopping Cart Screen
Shopping Cart Detail

Shopping Cart Module

The Shopping Cart Module will allow the use of a batch downloadable gun. The concept of this module is to give clients a quote for items they would like to rent.

Shopping Cart Screen

When entering into the shopping cart module a list of all quotes will be displayed in a listing through the "Shopping Cart Screen". Quotes are saved until the quote is deleted by a user. When items are attached to a quote, inventory is not affected. The status, (such as if the item is out or marked as damaged) of the item is not checked when the item is attached to a quote.



To Add a New Quote

Click on the + icon. The Shopping Cart Detail Screen will appear.

To Delete a Quote

From the quote listing position the cursor on the quote line and click on the (-). The quote will be deleted from the system. There will be no way of retrieving a deleted quote.

Shopping Cart Detail Screen

Through the Shopping Cart Detail Screen, the system will prompt for the production the quote is for. The production field is a free form test area and there is no validation on the production field. A description which will make the quote easily identified should be entered. Also prompted is the contact for the quote.

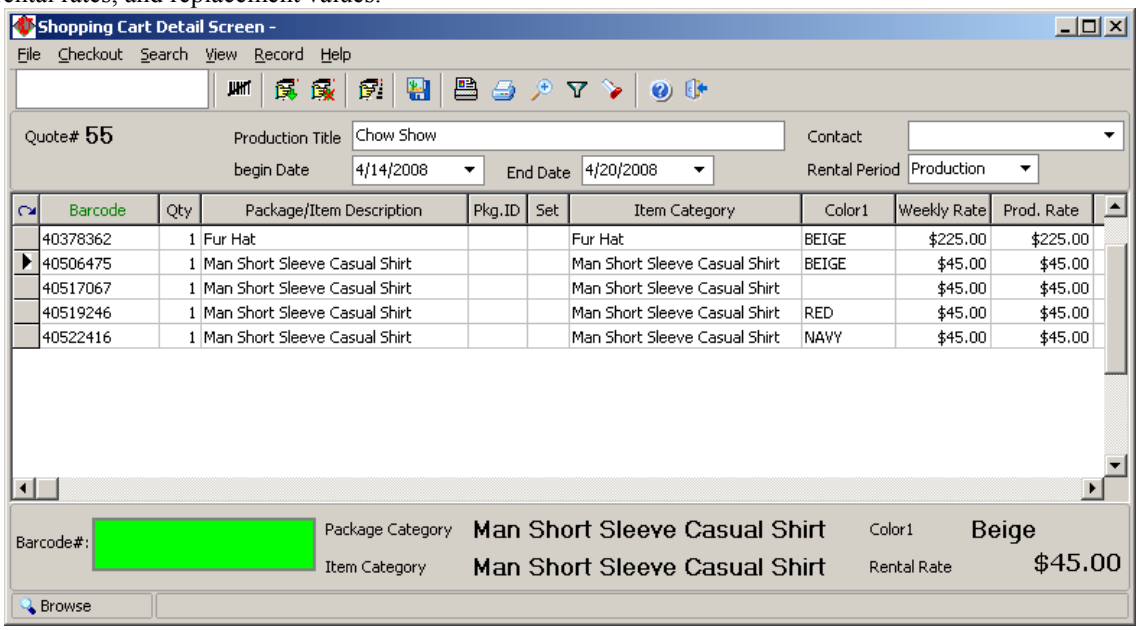
This function sets the program in the Barcode check-out mode. The barcode will be prompt at the bottom of the screen. This is the default mode every time the user enters into the screen.

This is the cancel mode. The function allows canceling a check-out of barcoded items from a quote. When selected the barcode prompt will turn to red. As items are scanned the item will be removed from the quote.

This is the batch download checkout function. The function is only available with batch download scanners, which have been programmed by Rental Tracker Inc. Call Rental Tracker for details regarding batch scanners. The batch function allows exporting data from a batch scanner to a workstation. The feature comes in handy when rental items are located away from the shop and computer. The items can be scanned using a batch scanner and then the information can be downloaded to the workstation at a later time.

This icon opens the Shopping Cart Non-Coded Checkout Screen. Here, you can enter the full specification and the quantity of items that are needed to be checked out. Once you press Post Edit icon items will be added into Shopping Cart Detail Screen.

This function allows printing the quote. The items attached to the quote will be listed along with the rental rates, and replacement values.

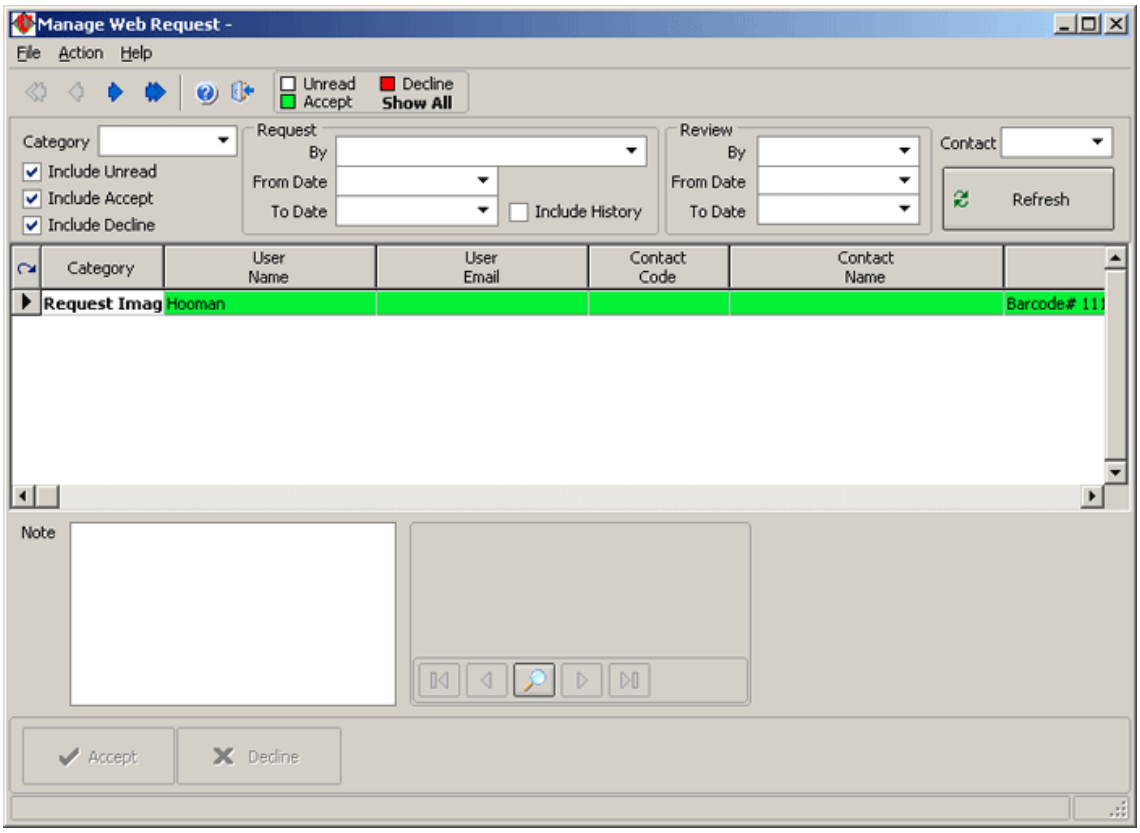

Shopping Cart Detail Screen -
File Checkout Search View Record Help
Quote# 55
Production Title Chow Show
Contact
begin Date 4/14/2008
End Date 4/20/2008
Rental Period Production
Barcode | Qty | Package/Item Description | Pkg.ID | Set | Item Category | Color1 | Weekly Rate | Prod. Rate
40378362 | 1 | Fur Hat | | | Fur Hat | BEIGE | $225.00 | $225.00
40506475 | 1 | Man Short Sleeve Casual Shirt | | | Man Short Sleeve Casual Shirt | BEIGE | $45.00 | $45.00
40517067 | 1 | Man Short Sleeve Casual Shirt | | | Man Short Sleeve Casual Shirt | | $45.00 | $45.00
40519246 | 1 | Man Short Sleeve Casual Shirt | | | Man Short Sleeve Casual Shirt | RED | $45.00 | $45.00
40522416 | 1 | Man Short Sleeve Casual Shirt | | | Man Short Sleeve Casual Shirt | NAVY | $45.00 | $45.00
Barcode#:
Package Category
Man Short Sleeve Casual Shirt
Color1
Beige
Item Category
Man Short Sleeve Casual Shirt
Rental Rate
$45.00
Browse

Website

This menu item will be enabled only if RTPro website feature is purchased.

Manage Web Request

In this screen, company can review the online orders coming from website and manage them. These requests include Shopping Cart, Image Request and …



Right Click Menu:

Accept – This will accept online shopping cart and will create a new shopping cart in RTPro using the submitted items. Then program opens the default accept email to send to user.

Decline – This will decline online shopping cart. Then program prompts for decline email 1 or 2 to be sent to user.

Move To History – This will move the request to history.

Delete – This will delete the request.

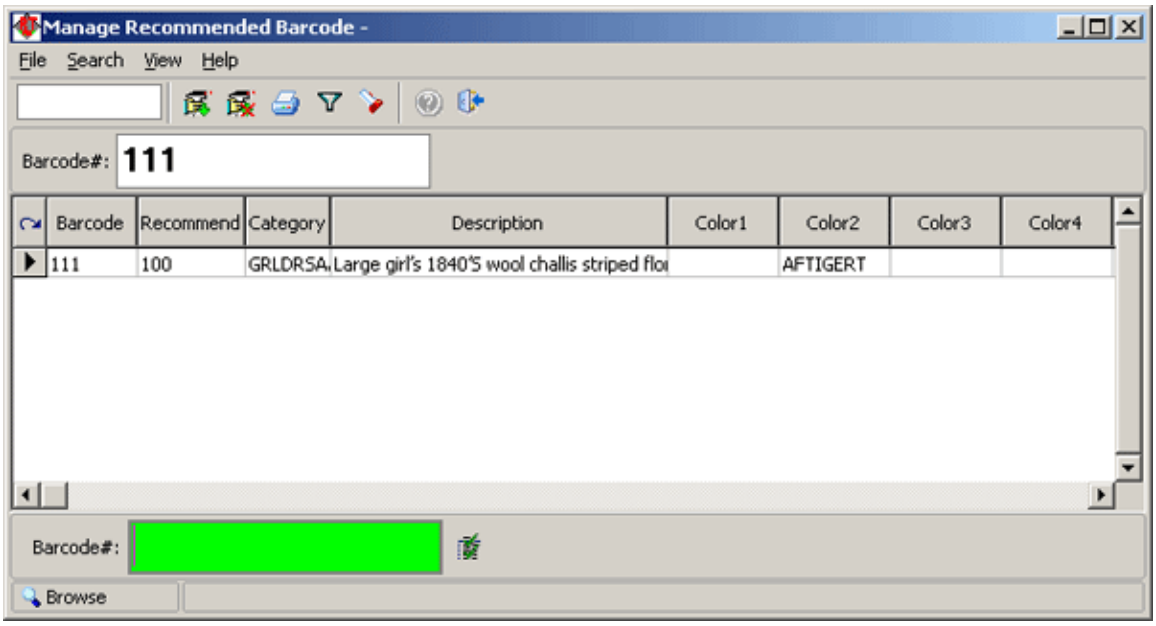
Resend Email – For the shopping cart requests that already accepted or declined this option will resend email to user. This would be useful if for example user not received the last email.

Manage Recommended List

When an item is being shown on website as search result, there is a feature to show recommended items for that barcode in website. User should first type or scan the main barcode in top box and then press this icon and scan the recommended items in bottom box.

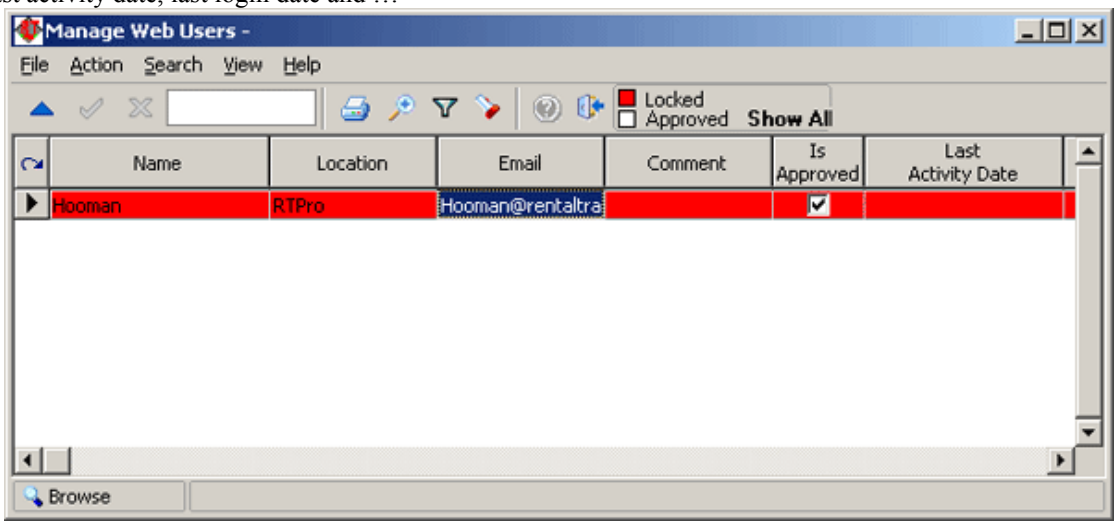
To delete an item from recommended list. click this button and scan the barcode on bottom box.

When this button is selected, program opens filter list so users can select the recommended items from the list.


Manage Recommended Barcode -
File Search View Help
Barcode#: 111
Barcode Recommend Category Description Color1 Color2 Color3 Color4
111 100 GRLDRSA Large girl's 1840'S wool challis striped flo AFTIGERT
Barcode#:
Browse

Web Users

This screen lists the website users and show the status of each user for example if the user is locked or not, last activity date, last login date and …



Right Click Menu:

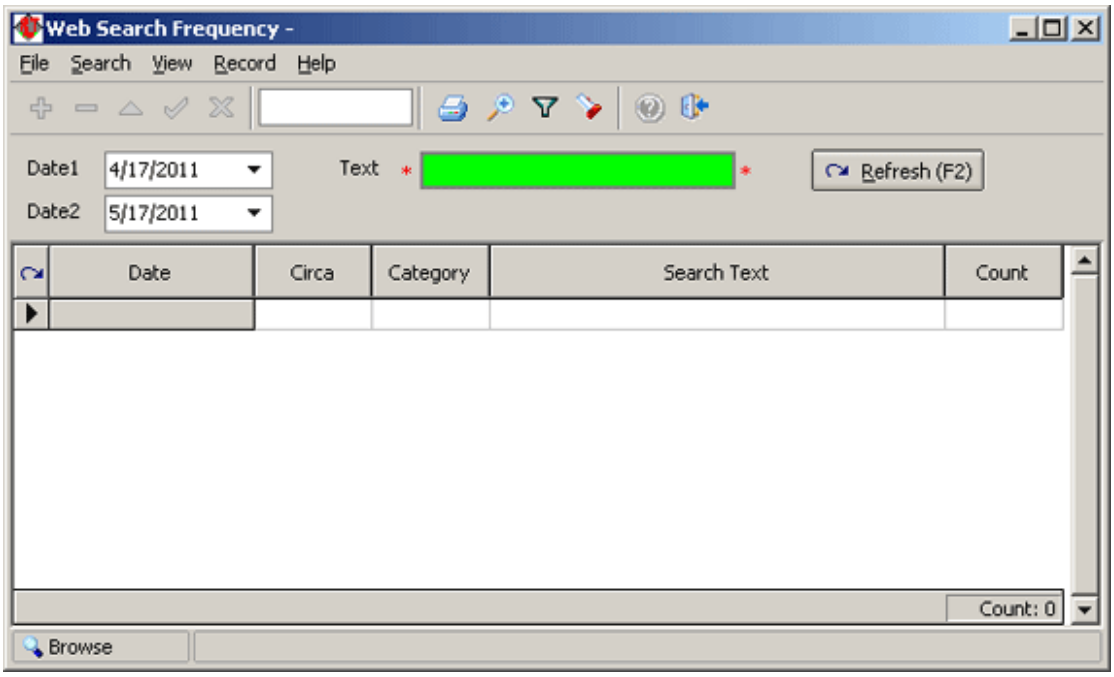
Lock / Unlock – This will lock / unlock website users.

Approve / Unapproved – This will Approve / Unapproved website users.

Delete – This will delete website user. All activities for selected user will be deleted too.

Search Frequency

This screen shows the words that users searched most on website. This will help managers to find out what items online users are interested in.


Web Search Frequency -
File Search View Record Help
Date1 4/17/2011
Date2 5/17/2011
Text
Refresh (F2)
Date
Circa
Category
Search Text
Count
Count: 0
Browse

Chapter

8

Billing

In This Chapter:

Understanding the Billing Menu layout
The Billing Process Explained
Options Available in Invoice Screen
Export Invoices
Listing Options
Batch Invoice
Billing Reports

Billing Module

There are 3 types of invoices which can be created through the billing module. One type of invoice is for rental order charges. The second type of invoice is an invoice not attached to a rental order. This type of invoice is used for miscellaneous charges. The third type of invoice is an invoice billed for flat overages.
Through the Billing Module you can track what orders need to be billed, calculate loss and damages, and what orders are due an extended bill. In addition there are billing reports to help maintain billable charges.

Understanding the Billing Menu layout

The Billing Menu is designed similar to the Order Processing Menu. This module will allow you to bill an invoice for rentals, restocking, cleaning, loss, damages, and miscellaneous charges.

Setting Up the Correct Billing Schedule

All billable rental orders when created must use a billing schedule. The default billing schedule is driven from the "Rental Period" field on the Order Header screen. If the "Rental Period" specifies 'Weekly' then the weekly billing schedule established in the administration module will be used. If the 'Rental Period" on the Order Header specifies 'Production' then the production billing schedule established in the administration module will be used. For information on how to setup the default billing schedules refer to "Setting up Billing Schedule Templates" in chapter 3.
Billing schedules can be customized at the production and order level. To create customized billing schedule on the Production or Order click on the billing schedule icon on the Production or Order Information screen.

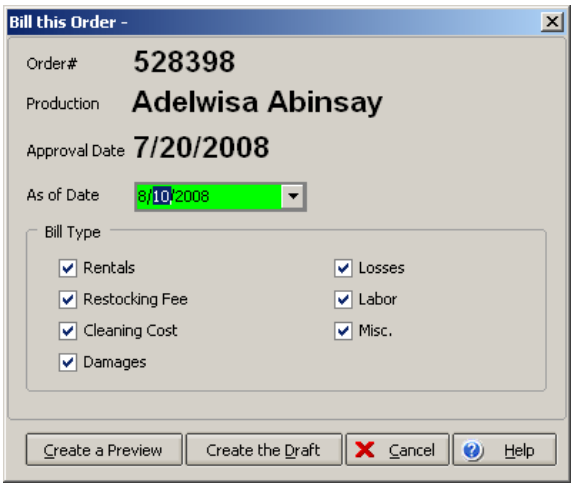
The Billing Process Explained

Billing an order

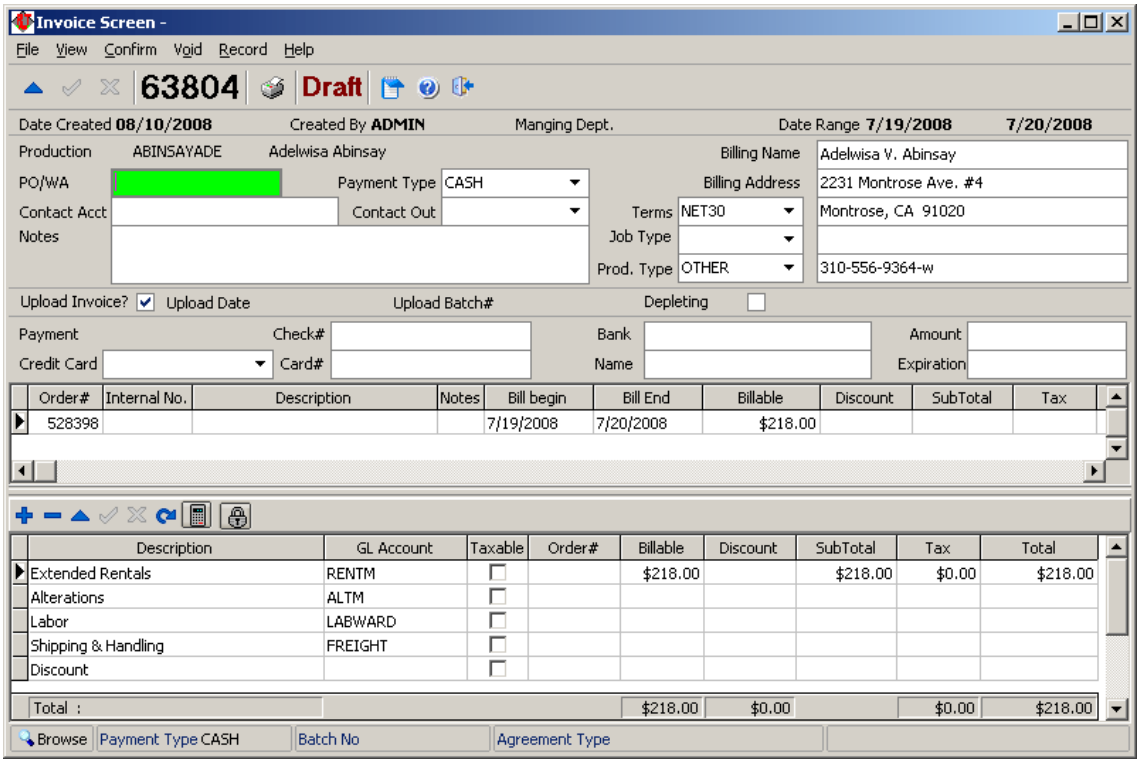
There are 2 ways to bill an order.
One way is through order processing. This allows for a single order invoice.
The other way is through the Billing Module.

Billing an Order from the Order Processing Module

Click on the Order Processing Module. Enter in the order number or select the order to be billed on the bottom of the order processing screen .
You should be on the order processing screen and where it says "Currently Working on Order" and the specified order should appear. Click on the Billing option at the top of the screen. Select "Create New Invoice". An "As Of Date" will appear. Unless advance billing an additional billing period leave this date alone.
RTPro will search for all charges for only the types checked. The system will search across the order for all charges that apply to and a Draft/Invoice Header Screen will appear. An invoice is first a Draft before being confirmed. As a draft changes can be made.



The Draft/Invoice Header Screen looks as follow:



Definition of Invoice fields

PO – If a PO is attached on the order header the PO will default to the Invoice screen. The PO field can be edited.

Contact – The contact information defaults in the account contact from the production header screen.

Notes – This is a free form area. Any information on this field will print on the invoice document.

Terms – Used within the Accounts Receivable module.

Production Type – The purpose of this field is to categorize productions. Production Type will default in from Order Header Screen.

Billing Name and Address – Defaults in from the Production Header Screen.

Upload Invoice?

This field determines whether the invoice should export out of RTPro. This feature is available for exporting invoices to an accounting package such as QuickBooks. To setup your RTPro system to export invoices contact Rental Tracker Support.

Payment Area

If invoice is paid by Cash/Check/Credit Card then information should be entered.

Order Section

This area displays all the orders attached to the invoice. If the cursor is positioned on an order and you double click on the order a detailed breakdown of the order will appear.

Summary Charge breakdown area

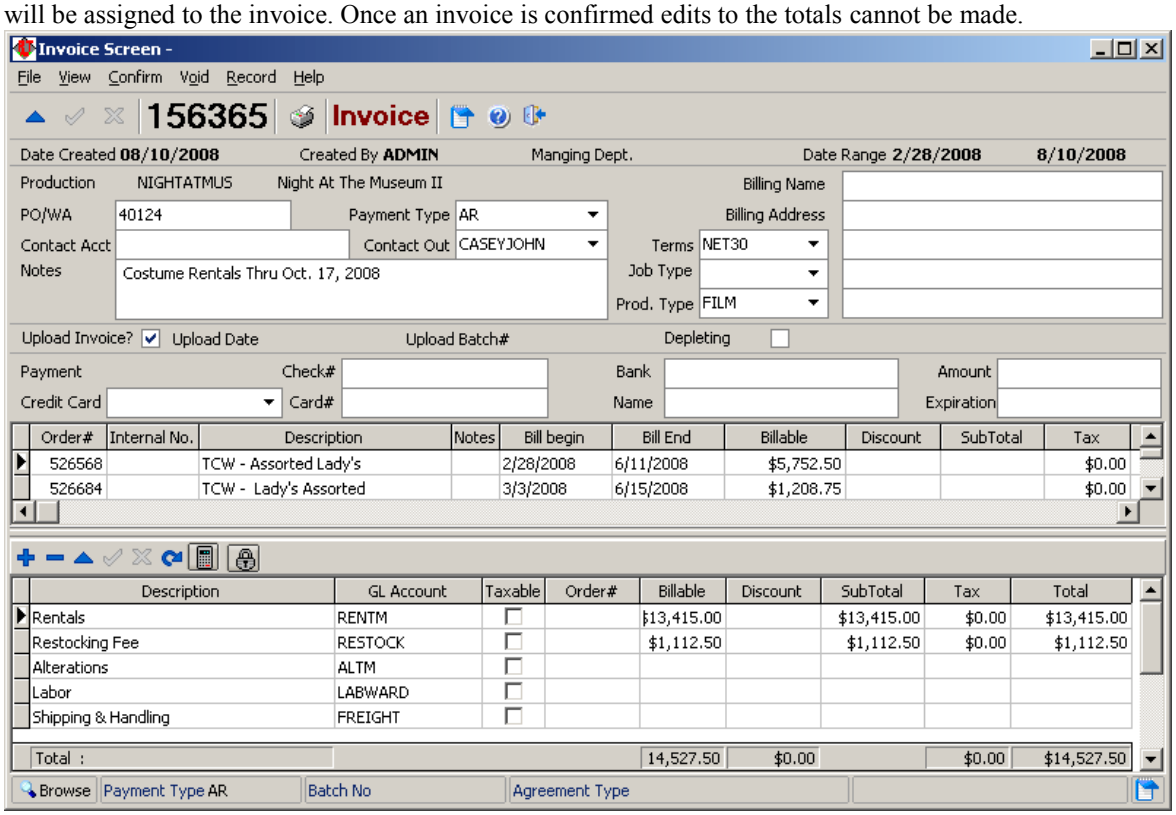
Displayed is a summation of all the charges for the invoice. Miscellaneous charges can be added to the invoice. To add a miscellaneous charge, click on the icon. A blank line will appear. User can enter in a description of the charge, the GL account, whether the line is taxable, and the billable amount. After altering the charge area click on the calculator . This will recalculate all the charges.

Changes can be made to the invoice

To edit the header information click on the icon. Once changes are made, click on the icon to post.

For non-Universal Customer

A draft must be confirmed into an invoice. Click on Confirm at the top of the screen. A new number will be assigned to the invoice. Once an invoice is confirmed edits to the totals cannot be made.


Invoice Screen -
File View Confirm Void Record Help
156365 Invoice
Date Created 08/10/2008 Created By ADMIN Manging Dept. Date Range 2/28/2008 8/10/2008
Production NIGHTATMUS Night At The Museum II
PO/WA 40124 Payment Type AR
Contact Acct Contact Out CASEYJOHN
Notes Costume Rentals Thru Oct. 17, 2008
Billing Name
Billing Address
Terms NET30
Job Type
Prod. Type FILM
Upload Invoice? Upload Date Upload Batch# Depleting
Payment Check# Bank Amount
Credit Card Card# Name Expiration
Order# Internal No. Description Notes Bill begin Bill End Billable Discount SubTotal Tax
526568 TCW - Assorted Lady's 2/28/2008 6/11/2008 $5,752.50 $0.00
526684 TCW - Lady's Assorted 3/3/2008 6/15/2008 $1,208.75 $0.00
Description GL Account Taxable Order# Billable Discount SubTotal Tax Total
Rentals RENTM $13,415.00 $13,415.00 $0.00 $13,415.00
Restocking Fee RESTOCK $1,112.50 $1,112.50 $0.00 $1,112.50
Alterations ALTM
Labor LABWARD
Shipping & Handling FREIGHT
Total : 14,527.50 $0.00 $0.00 $14,527.50
Browse Payment Type AR Batch No Agreement Type

Billing Orders from Billing Module

Click on the Create at the top of the billing module screen. Click on "Create Invoice from Orders" button.
A screen labeled "Billing Due" will appear. Select the production.
Click on "Refresh the List". The system will spin through the entire system and display all orders for the production which are due a bill.

All orders will likely be marked with a checkmark in the include column. If an order does not have a check mark it could be there are circumstances which due not allow the order to be billed on this invoice. Multiple orders can be attached to an invoice/draft/preview. To click off/on the include column move the cursor to the desired order and double click on the order. The check mark toggles on and off.
Once the proper Orders have been marked/unmarked for billing, click on "Create Draft" button. The Draft/Invoice Header Screen will appear. Changes can be made to this invoice. Refer to Definition of Invoice fields.

Editing Invoice Totals

Invoice total can be edited from the Invoice screen if the invoice is considered a Draft.
To edit the totals, on the summary charge area position the cursor to the subtotal field. The Subtotal column can be altered. RTPro will calculate out the discount. Once the adjustments have been made, click on the Lock icon. A lock reference will be indicated above the total column.

The billable total is not editable, only the subtotal column is editable. The adjustments will **not** be carried back to the order summary section.
To edit totals after the lock is set re-click on the lock icon. The lock reference will be removed from the invoice. The totals can then be adjusted. Once complete click on the lock icon. The lock reference will be noted above the total column.

Calculator Icon

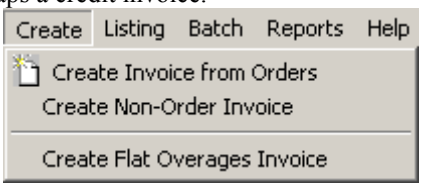
The calculator can be used if the totals of the columns are not recalculated after adjustments have been made.

Printing an Invoice/Draft

This is RTPro standard Invoice/Draft Document. This is a single page report listing the charges and orders attached to the Invoice/Draft.

Creating a Non-Order Invoice

An invoice can be created which is not attached to an order. This function can be used to create and invoice for miscellaneous charges or perhaps a credit invoice.



To create:
Choose the Production the non order invoice is for on the bottom of the Billing Menu.
Select the Create option on the top menu bar.
Select "Create Non-Order Invoice"
An Invoice/Draft Header will display.
Charges can be added to the Invoice/Draft. Refer to Definition of Invoice fields for details on adding miscellaneous charges.
Once the Draft is complete the invoice must be confirmed. Refer to Confirming a draft to an invoice.

Creating Flat Overages Invoice

An overage invoice is used to bill flat agreements which have exhausted the cap amount.
To create:
Choose the Production which is due an overage from the bottom of the Billing Menu.
Select the Create option on the top menu bar.
Select "Create Overage Invoice".
An Invoice/Draft Header will display. Orders which are part of the overage will be listed in the center of the screen. They will be listed in the order section.
Once the Draft is complete the invoice must be confirmed. Refer to Confirming a draft to an invoice.

Quick Search Toolbar

Quick Search allows you to search for an invoice quickly.
There are 4 ways to look for an invoice:
To Search for invoices for a specific Parent and Production: Enter in the Parent Code, and then enter in the Production. If you do not know the Parent, click on the ··· button to bring up a lookup table. Once you have filled in the Parent code and Production, click on the ··· button on the Invoice#. This will bring up all the invoices for the specific Parent and Production you have selected.
To Search for invoices for a specific Parent: Enter in the Parent Code. If you do not know the Parent, click on the ··· button to bring up a lookup table. Once you have filled in the Parent code, click on the ··· button on the Invoice#. This will bring up all the invoices for the specific Parent you have selected.

To Search for an invoice using a Production Name: Enter in the Production code. If you do not know the Production Code, click on the ··· button to bring up a lookup table. Once you have filled in the Production code, click on the ··· button for the Invoice#. This will bring up all the invoices for a specific Production you have selected.
To search the entire list of invoices: Click on the ··· button for the Invoice#.

Options Available in Invoice Screen

File Menu

Invoice/Draft – This is RTPro's standard Invoice/Draft Document. This is a single page report listing the charges and orders attached to the Invoice/Draft.

Backup Document - The backup document is a print out of the rental charges which supports the order summary section. The backup does not consider any adjustments made to the summary charge area.

General Ledger – A general ledger breakdown report will print.

View Menu

Order Billing Detail
The detail charge breakdown for a selected order. The detail breakdown will display for the order in the order section.

Billing Details
The detail charge breakdown for each item which is belonging to a selected order will display separately. This screen is accessible by double clicking on the Order Billing Detail grid.

General Ledger
The general ledger breakdown for the invoice will be displayed. The general ledger can be adjusted within the screen.

Labor Detail
The detail of the labor charges breakdown will be displayed. This option is available if the Labor module is used.

Confirm Menu

Confirm Invoice – This option will confirm an invoice from a draft. Once an invoice is confirmed totals cannot be adjusted.
Change Invoice Date – This allows changing an invoice creation date.

Void Menu

Void an Invoice - This will void an invoice. An invoice cannot be deleted but can be voided. A reason for the void will be prompted. The reason will be stored on the voided invoice header screen. A record will be written to the exception file, indicating the date and user who voided the invoice. Orders attached to an invoice will be released for billing. If your system is setup to interface with an external accounting package once the invoice is stamped as uploaded the invoice cannot be voided.

Delete Draft – A draft is an unconfirmed invoice. If a draft is deleted the orders attached to the draft will be released for billing.

Delete Preview – A preview is an estimated billing which does not lock in totals for an order.

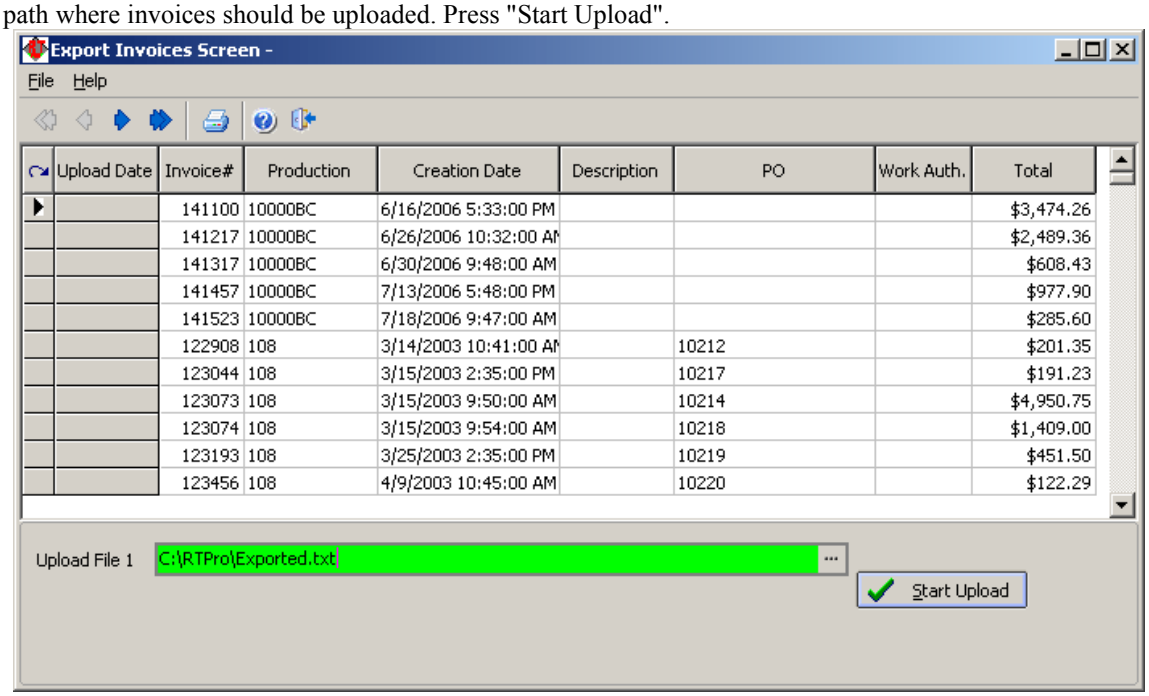
Delete Credit – A draft is a confirmed credit invoice. A credit is an invoice with a negative amount. If your system is setup to interface with an external accounting package once the credit is stamped as uploaded the credit cannot be voided

Confirming a draft to an invoice

A draft must be confirmed into an invoice. Click on Confirm at the top of the screen. A new number will be assigned to the invoice. Once an invoice is confirmed edits to the totals cannot be made.

Export Invoices

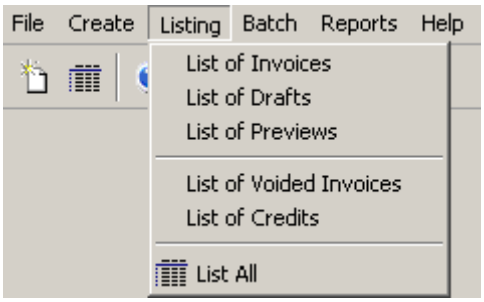
RTRpo has the ability to export invoices in different file formats that could import on many inventory Accounting software such as Quick Book, AccPack, etc. To export invoices, users have to define a specific path where invoices should be uploaded. Press "Start Upload".



Listing Menu

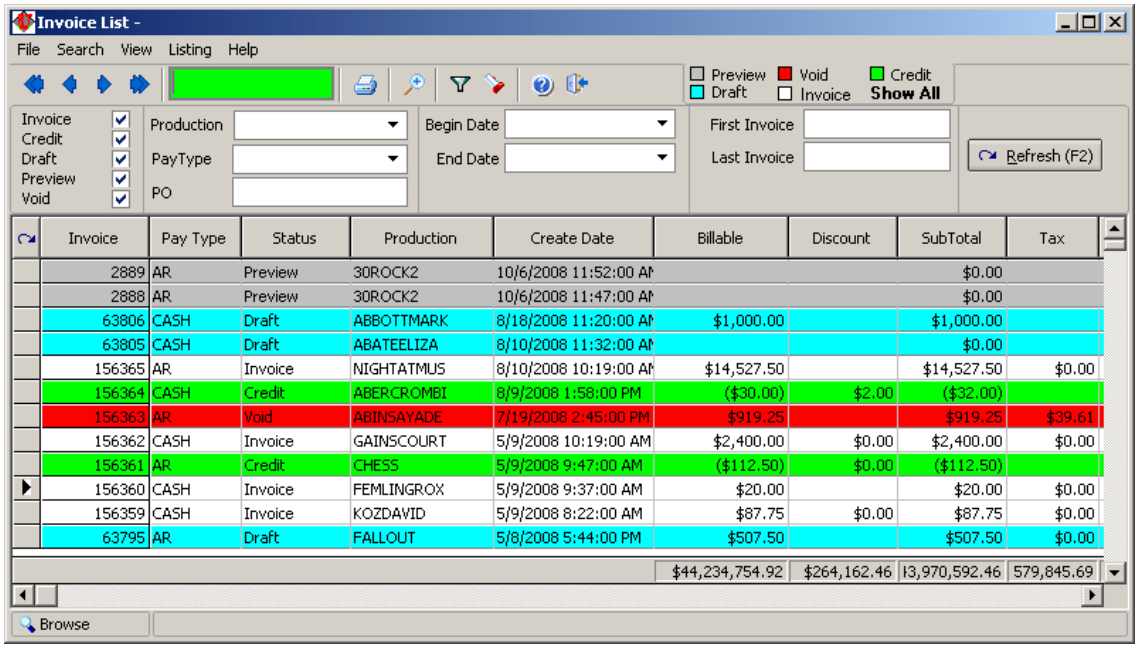
From the Billing menu there is a listing option. This option allows for viewing invoice data in various filters.

Listing Menu



Invoice List

Through the Listing menu when selecting List All, the "Invoice List" screen will appear. In this screen, users have ability to filter this screen to see the different types of invoice such as Preview, Draft, etc.


Invoice List -
File Search View Listing Help
Preview Void Credit
Draft Invoice Show All
Invoice Credit Draft Preview Void
Production PayType PO
Begin Date End Date
First Invoice Last Invoice
Refresh (F2)
Invoice Pay Type Status Production Create Date Billable Discount SubTotal Tax
2889 AR Preview 30ROCK2 10/6/2008 11:52:00 AM $0.00
2888 AR Preview 30ROCK2 10/6/2008 11:47:00 AM $0.00
63806 CASH Draft ABBOTTMARK 8/18/2008 11:20:00 AM $1,000.00 $1,000.00
63805 CASH Draft ABATEELIZA 8/10/2008 11:32:00 AM $0.00
156365 AR Invoice NIGHTATMUS 8/10/2008 10:19:00 AM $14,527.50 $14,527.50 $0.00
156364 CASH Credit ABERCROMBI 8/9/2008 1:58:00 PM ($30.00) $2.00 ($32.00)
156363 AR Void ABINSAYADE 7/19/2008 2:45:00 PM $919.25 $919.25 $39.61
156362 CASH Invoice GAINSCOURT 5/9/2008 10:19:00 AM $2,400.00 $0.00 $2,400.00 $0.00
156361 AR Credit CHESS 5/9/2008 9:47:00 AM ($112.50) $0.00 ($112.50)
156360 CASH Invoice FEMLINGROX 5/9/2008 9:37:00 AM $20.00 $20.00 $0.00
156359 CASH Invoice KOZDAVID 5/9/2008 8:22:00 AM $87.75 $0.00 $87.75 $0.00
63795 AR Draft FALLOUT 5/8/2008 5:44:00 PM $507.50 $507.50 $0.00
$44,234,754.92 $264,162.46 $3,970,592.46 579,845.69
Browse

Batch Menu

There is an option available which allows for billing orders in a batch method.

Steps to perform Batch Create Invoices:

1. From the Billing Menu Select “Batch”
2. Select “Batch Create Drafts”
3. The following will appear.
4. Click OK. A draft will be created for each order that is due a billing.
5. Next a listing of all the drafts created can be printed.
6. If any changes are needed to the drafts each draft can be edited.

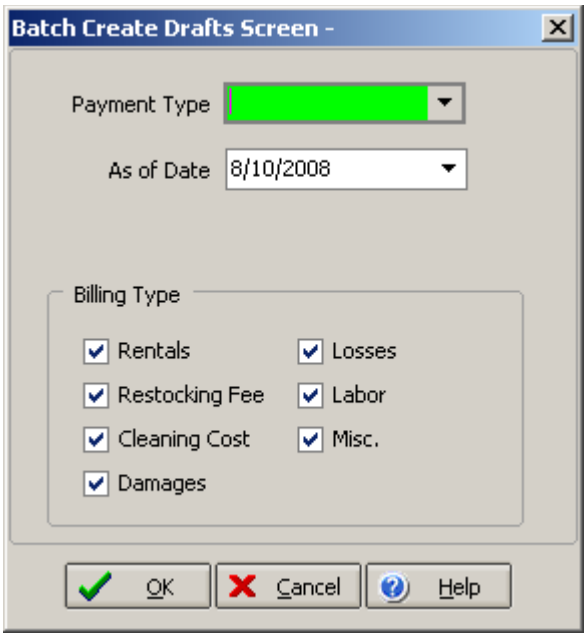
To edit a draft enter in the draft number on the bottom of the Billing menu on the Invoice# prompt.

The draft will come up on the Billing Screen.

Double click on the invoice number on the Billing Screen.

The Draft/Invoice Header screen will appear.

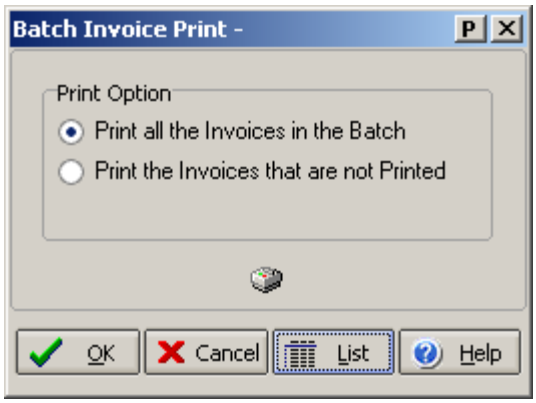
To edit, click on the Edit icon.



7. Once drafts are correct the drafts can be confirmed to invoices. From the Batch menu select “Batch Confirm Drafts”.
8. Invoices can be printed for the entire batch. Select “Batch Print Invoices” from the Batch menu.
9. Once finished with the Batch, the batch must be cleared. From the Batch menu select “Clear Batch”.

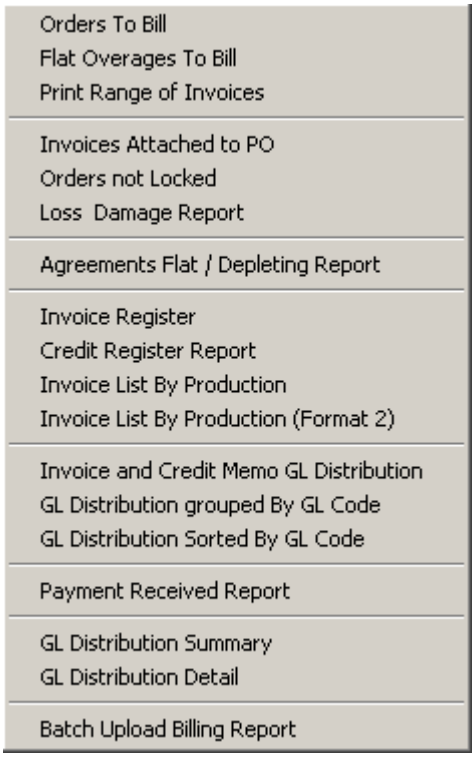
Batch invoice Print

This option will print Invoices for the selected production. You can choose to print all the invoices listed in Batch Invoice Screen or print the invoices that are not printed.



Billing Reports

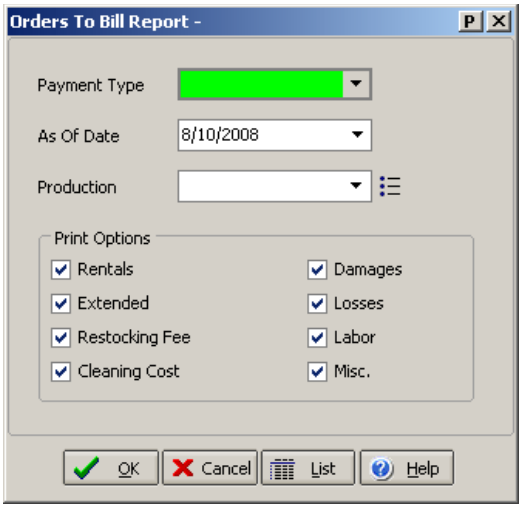
The following repots are available across the Billing module.


Orders To Bill
Flat Overages To Bill
Print Range of Invoices
Invoices Attached to PO
Orders not Locked
Loss Damage Report
Agreements Flat / Depleting Report
Invoice Register
Credit Register Report
Invoice List By Production
Invoice List By Production (Format 2)
Invoice and Credit Memo GL Distribution
GL Distribution grouped By GL Code
GL Distribution Sorted By GL Code
Payment Received Report
GL Distribution Summary
GL Distribution Detail
Batch Upload Billing Report

Orders To Bill

This report is one of the most important reports in RTPro. This report reflects all the orders that are due to bill based upon the criteria entered. This report should be run frequently, perhaps daily or weekly.

Note: If there is a PO for this Order, program adds an asterisk '*-' in the left of the Managing Department column of the report.

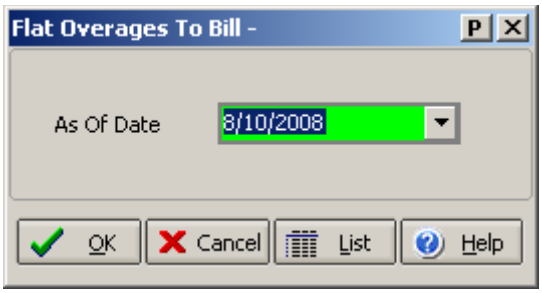


Options

Across entire system or for a singular production
All payment types or a single payment type
Specific charge types
The "**As of Date"** is the date the system will use to look across the orders for charges.

Flat Overages To Bill

Prints all Productions/Orders which have gone over their Flat Cap amount.

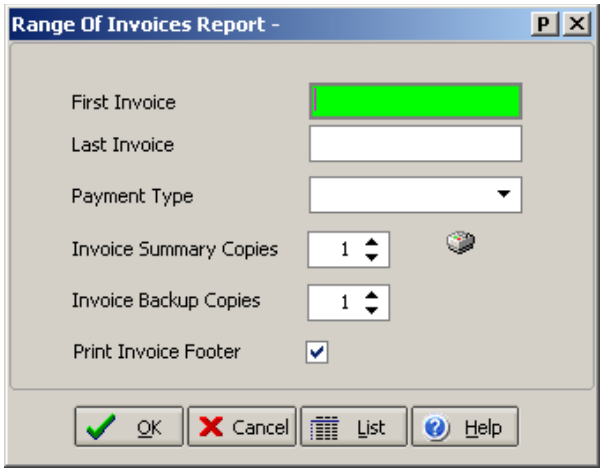


Option:

As of Date – This will look at the activity for Productions/Orders as of a certain date.

Print Range Of Invoices

This option allows for printing invoices in a batch range.

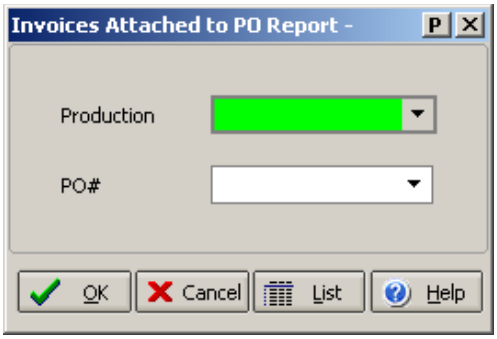


Prompted:

First Invoice
Last Invoice
Payment Type
Invoice Copies
Backup Copies
Print Invoice Footer

Invoices Attached to PO

This report Prints out all the invoices attached to a PO (Purchase Order). The Production and the PO number must be entered. This report is great for reporting the hard dollar amount applied towards a PO.

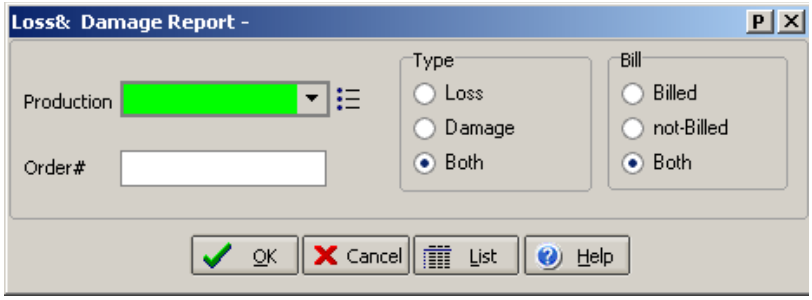


Orders not Locked

Applies to customers who are using the orders locked feature. Within system setup there is the ability to use the lock orders feature. If the feature is initializing then an order cannot be billed unless the order is locked. Once an order is locked on the order header record then the order is released for billing. This report reflects all the orders which are not locked.

Loss Damage Report

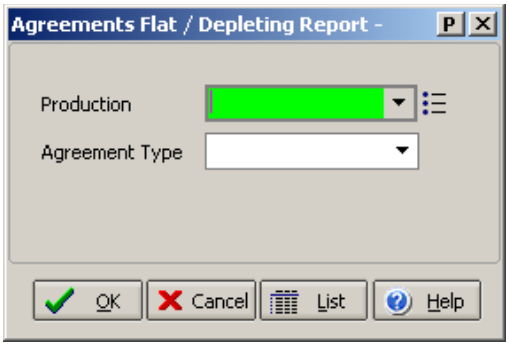
This report will print the unit price and the total amount of loss or damage barcoded or noncoded items for a production or multiple productions. You can select to print only loss or damage items or both. Also, you have a choice to include billed or not-billed items or both in the printout.



Agreements Flat / Depleting Report

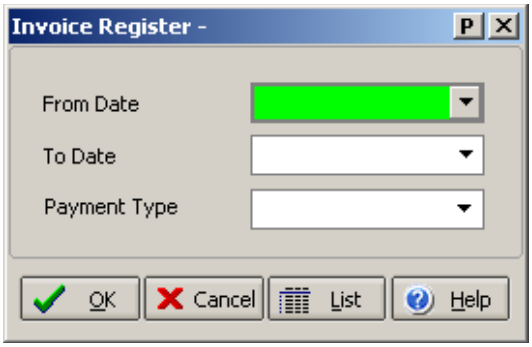
This report Prints out a flat/depleting log report.

Options:
Production
Agreement Type



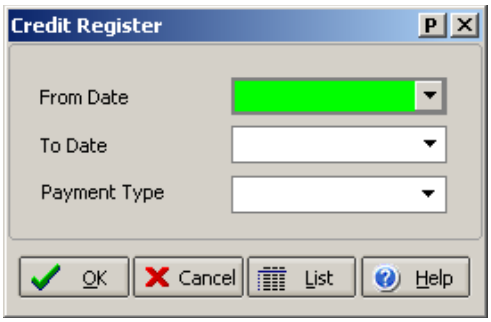
Invoice Register

Prints out an invoice register report across a date range and or payment type.



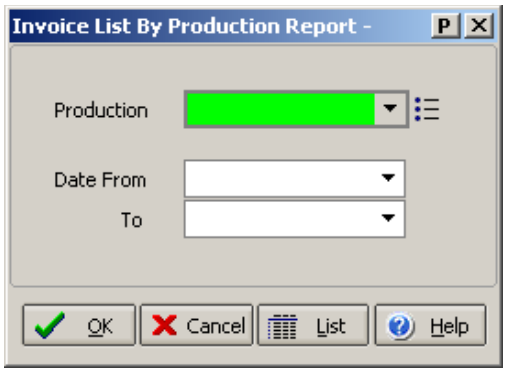
Credit Register Report

Prints out a credit invoice register across a date range and or payment type.



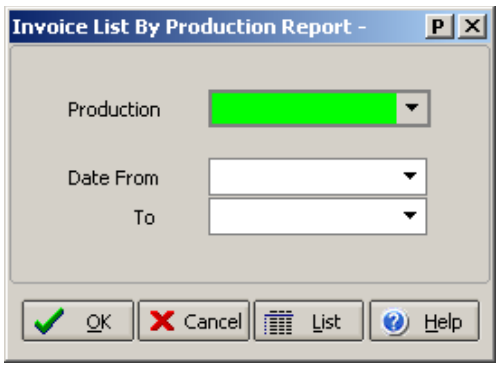
Invoice List By Production

Prints out a list of invoices across a production for a date range. This report consists: Invoice number, Create Date, Billable, Discount, Tax and Total.



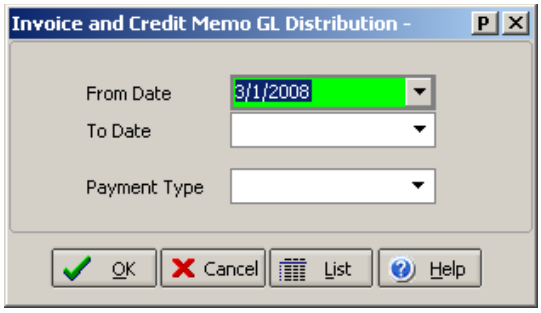
Invoice List By Production (Format 2)

Prints out a list of invoices across a production for a date range. This report consists: Invoice number, Create Date, Orders, Po, Billing Dates and Amount.



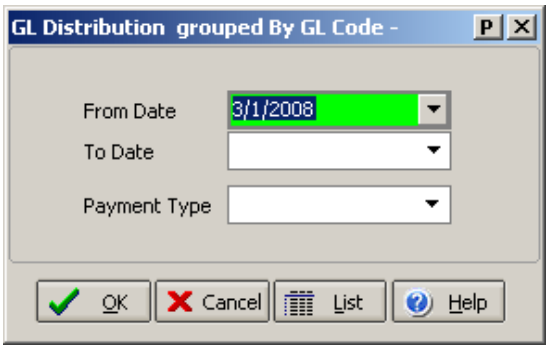
Invoice and Credit memo GL Distribution

Prints out a report of the GL broken down by GL Account. The options are by date range and payment type.



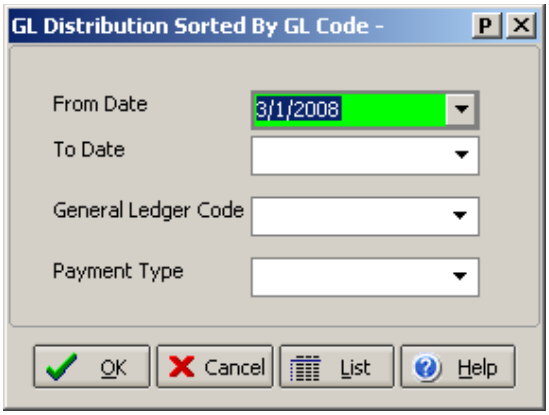
GL Distribution grouped By GL Code

Prints out a report of the GL broken down by GL Account. The options are by date range and payment type.



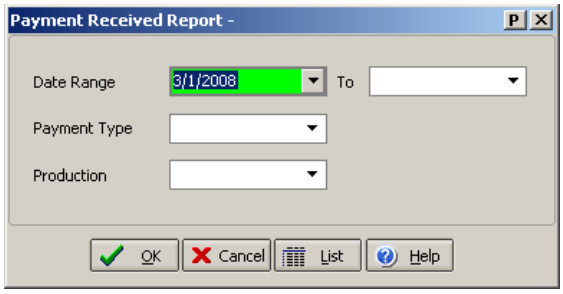
GL Distribution Sorted By GL Code

Prints out a report of the GL broken down sorted in order of GL Account. The options are by date range and payment type.



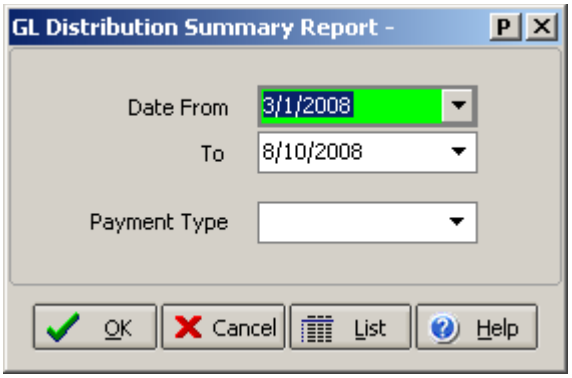
Payment Received Report

Prints out the cash payments entered in on the invoice header for a certain date range.



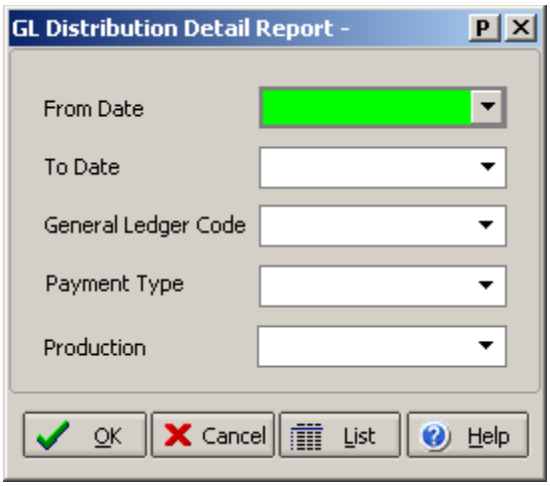
GL Distribution Summary

Prints out a summary sheet per GL code across a date range and payment type.



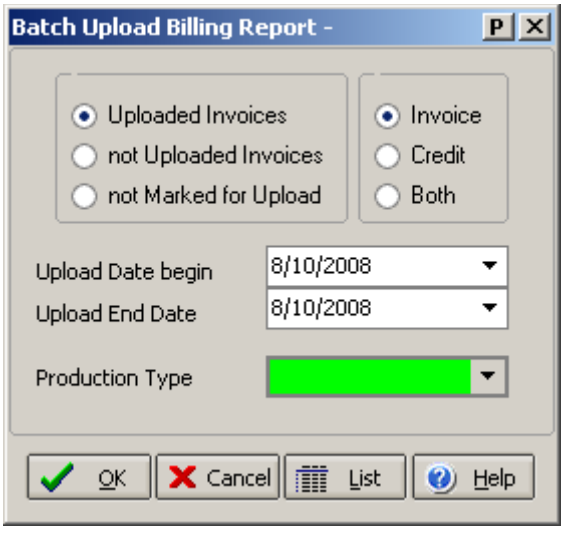
GL Distribution Detail

Prints out a detail of each GL code across a date range and payment type.



Batch Upload Billing Report

The "Upload" report gives various options to print the invoices which have been exported out of RTPro, the invoices which have not been exported out of RTPro that are marked to be exported, and the invoices that are marked not to be exported out of RTPro. You can choose to include Uploaded or Not Uploaded invoices in the report. Use filtering options to see the result.



Chapter

9

Account Receivable

In This Chapter:

Apply Payments to Invoices
Payment List
Create Credit Memo
Credit Memo List
Reports

Account Receivable Module

In the Account Receivable module, users can manage the payments received from customers and apply each payment to one or more invoices. AR module also provides the information needed to tighten the control over customer's accounts. This module may be used as a standalone module or interfaced with the General Ledger or Invoicing section.

Payment

New Payment

RTPro's New Payment section allows users to add a new payment into the system. To run this feature, select New Payment from Payment menu or you can accomplish the task with a single click of a toolbar icon.

Definition of New Payment fields

Production

You should select one production for each new payment and you can assign this payment only to invoices of that production. After selecting a valid production and pressing enter on this field, the program retrieves all the invoices that are not fully paid in a listing. If you do not see any records listed, it indicates that this production does not have any unpaid invoices at this time.

Payment Date

This is the date that the payment is applied to the system. By default, this date is the system date. However, you can change the date. Let us say that you received a payment on Friday, but you are too busy to apply it on Friday, and on Monday morning, you want to post the payment with Friday's date. In this case, you will backdate the Payment Date. Note, if you make a mistake in entering this date, and apply the payment to invoices, system does not allow you to change the date. In this case, you need to void the payment and enter a new payment.

Payment Type

By default, the system allows for various types of payment options. You may select to add additional types of payment options in the lookup table. For example, Check or Cash.

Check No.

If the payment is made by check (personal check or company check), enter the check# in this box.

Received

"Received" field is allocated for the amount of received payment.

Notes

Here you can insert any extra information about this specific payment.

Apply Payments to Invoices

After entering the payment information, described above, you can apply it to one or many invoices on a particular production. You have few options:
If this payment is received prior to an invoice generated, you can simply leave the payment screen after posting the payment, without applying it to any invoice, and apply payment to an invoice later.

Apply to this Invoice

You can apply the payment to one invoice, by positioning the cursor on the desired invoice, then click on the "Apply to this Invoice" icon or select "Apply One" under the Apply menu bars (F2). Program will apply the payment to this invoice. If the amount of the invoice is more than the payment received, the invoice will not close and will show up in your list of unpaid invoices the next time you post a payment for this production. If the amount of payment is more than the invoice amount, you will have some remaining balance on the payment and you can apply it to another invoice, or you can leave it to apply later.

Quick Apply

If you receive a large payment that should be applied to many invoices for this production, RTPro provides a quick way for applying the payment to the unpaid invoices. To do this, select "Quick Apply" from Apply menu or simply click on its icon in the toolbar, (F5). When doing this, you do not need to be on any specific record. When the Quick Apply is performed, RTPro starts applying the received payment to the invoices in the list starting from the first invoice. It will move down the list and continue applying the payment until the entire payment amount has been applied or there are no more invoices left for the amount to apply to. In the later case, the payment will be marked as partially applied.

Clear All Amount Applied

If you want to rollback the application of the payment to the invoices, click on "Clear All Amount Applied" icon.

Note: This action will mark the invoices unpaid, and the payment amount unapplied.

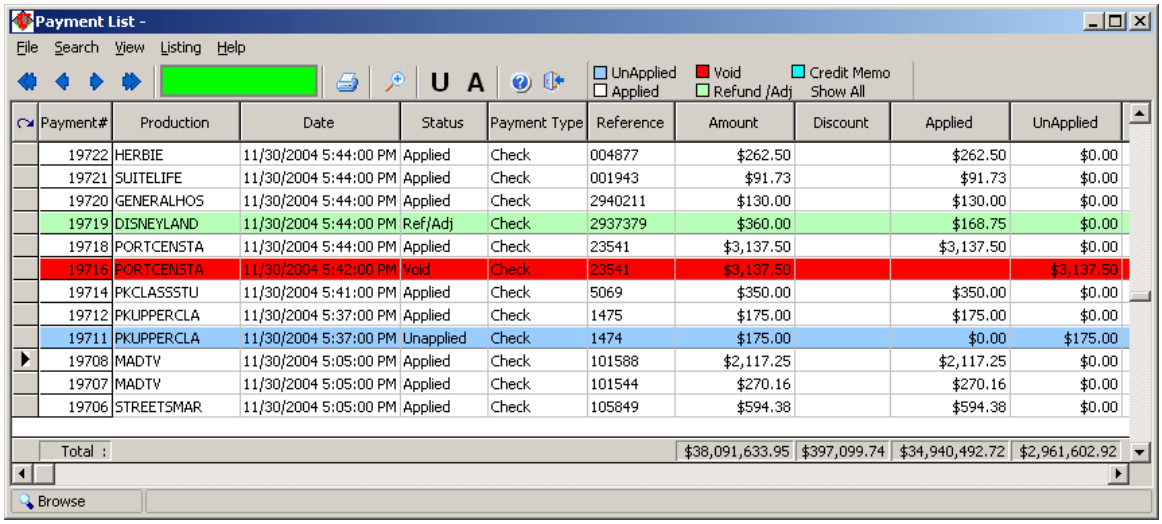
Search by invoices

In payment screen, users can search for an invoice to apply a payment to. For this action, users must click on "Search by Invoice#" icon in the toolbar and enter in the invoice number in appeared box. After entering the invoice number, system will automatically change the payment screen according to search result.

Note: In the Payment Screen, when a new payment is added and the entire amount is not applied, program adds 2 records for credit and debit in General Ledger Transaction table. The GL Account of these records comes from "Unapplied Credit GL Account" and "Unapplied Debit GL Account" fields in the System Setup.

Payment List

RTPro lets users manage all payments on payment list page. For viewing this page, select Payment List from Payment menu or hit its icon on the toolbar. In this section, users can see filter payments by a status. In this list, the status is separated by color. To see Applied or Unapplied payments, use their own icons from the toolbar.



Payment#	Production	Date	Status	Payment Type	Reference	Amount	Discount	Applied	UnApplied
19722	HERBIE	11/30/2004 5:44:00 PM	Applied	Check	004877	$262.50		$262.50	$0.00
19721	SUITELIFE	11/30/2004 5:44:00 PM	Applied	Check	001943	$91.73		$91.73	$0.00
19720	GENERALHOS	11/30/2004 5:44:00 PM	Applied	Check	2940211	$130.00		$130.00	$0.00
19719	DISNEYLAND	11/30/2004 5:44:00 PM	Ref/Adj	Check	2937379	$360.00		$168.75	$0.00
19718	PORTCENSTA	11/30/2004 5:44:00 PM	Applied	Check	23541	$3,137.50		$3,137.50	$0.00
19716	PORTCENSTA	11/30/2004 5:42:00 PM	Void	Check	23541	$3,137.50			$3,137.50
19714	PKCLASSSTU	11/30/2004 5:41:00 PM	Applied	Check	5069	$350.00		$350.00	$0.00
19712	PKUPPERCLA	11/30/2004 5:37:00 PM	Applied	Check	1475	$175.00		$175.00	$0.00
19711	PKUPPERCLA	11/30/2004 5:37:00 PM	Unapplied	Check	1474	$175.00		$0.00	$175.00
19708	MADTV	11/30/2004 5:05:00 PM	Applied	Check	101588	$2,117.25		$2,117.25	$0.00
19707	MADTV	11/30/2004 5:05:00 PM	Applied	Check	101544	$270.16		$270.16	$0.00
19706	STREETSMAR	11/30/2004 5:05:00 PM	Applied	Check	105849	$594.38		$594.38	$0.00
Total :						$38,091,633.95	$397,099.74	$34,940,492.72	$2,961,602.92

In this list, different colors are used to distinguish each payment type.

Changing Payment Status

In order to change payment status, right click on each payment that you want to change and click on the appropriate status that you want. The status is described in the following section:

Cancel Payment Application

This item can be selected only for applied payments. After selecting this item, status of selected payment will change to unapplied but it leaves the payment intact so it can be reapplied.

Note: After canceling payment application, all paid invoices by cancelled payment, will roll back to unpaid status.

Void Payment
This option undoes the application of this payment to the invoices, and deletes the payment. A window will then popup to verify the confirmation of this action, selecting "yes" will change the status of selected payment to "void".

Apply Payment
This option is available only for unapplied or a refund/adjustment payment. After selecting "Apply Payment", Payment List screen will appear. You can apply selected payment to listed invoices.

View Payment Application
For viewing payment application, right-click on selected payment and click on "View Payment Application", payment screen will appear with disabled options that only inform you about payment specifications.
Note: Double click on each payment and it will also display the payment application.

Apply Refund/Adjustment
Whenever you want to change the status to refund/Adjustment, you should right click on each payment and select "Apply Refund/Adjustment", a box will appear and will request a Debit GL Account and Credit GL Account.

Note: Only unapplied payments can be changed to Refund/Adjustment.

Undo Refund/Adjustment
This option cancels Refund/Adjustment and changes the status to Unapplied.

Create Credit Memo

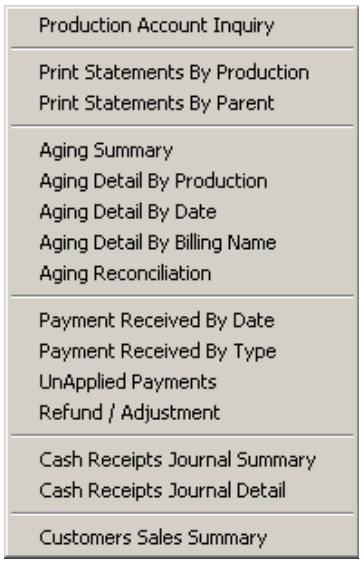
C You may establish a credit memo for a production through the Invoice Screen. Select this option from Payment menu or click on its icon in AR module.

Credit Memo List

This option will return a list of all "Credit Memo" relevant to selected production.

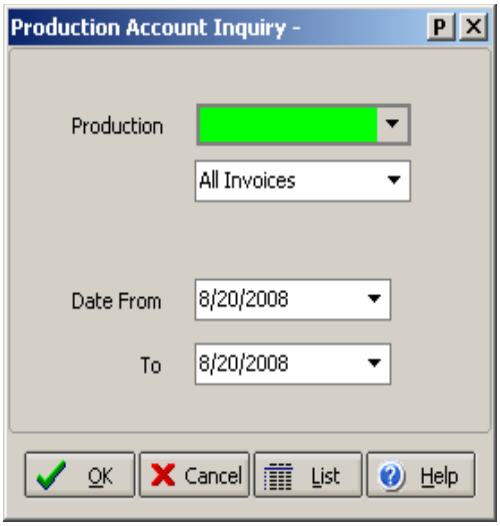
Reports

The following repots are available across the Account Receivable module.



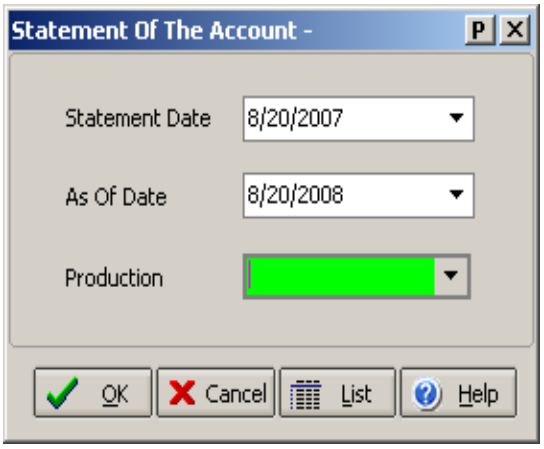
Production Account Inquiry

With this report, you can select a production and see its balance in detail. According to this report, each invoice regarding the selected production, amount of this invoice, payment type and finally the complete balance of the production can be seen. Each invoice is represented in a separate table. To track invoices for a production, choose a production from lookup table. There is an option here to filter the report to show Open Invoices or All Invoices. By choosing All Invoices, this report can be filtered using a date range. In this case, only invoices, which are created in the date range, will appear. Select "Include Order Information" to print out brief information about orders.

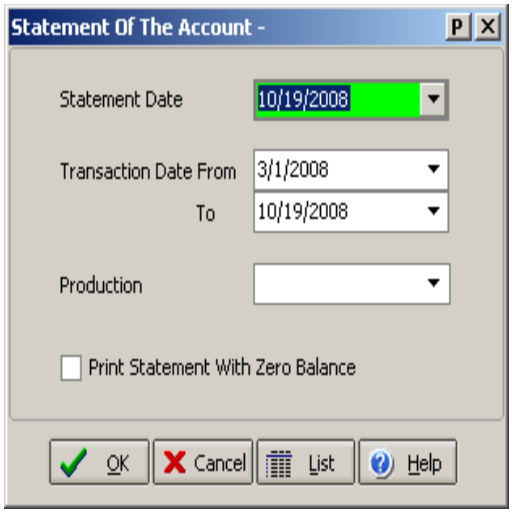


Print Statements By Production

In this report, users can select single or multiple productions to see the statement of transactions due to a particular date interval. Select the Statement Date and the As Of Date from the system calendar.

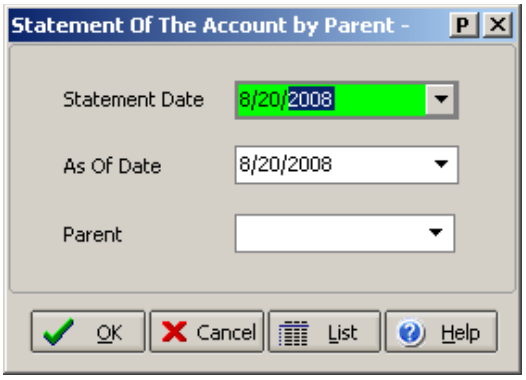


Note: If "Show Payments In AR Statement" is checked in System Setup, you can also choose to print Statements with Zero balance in the report.

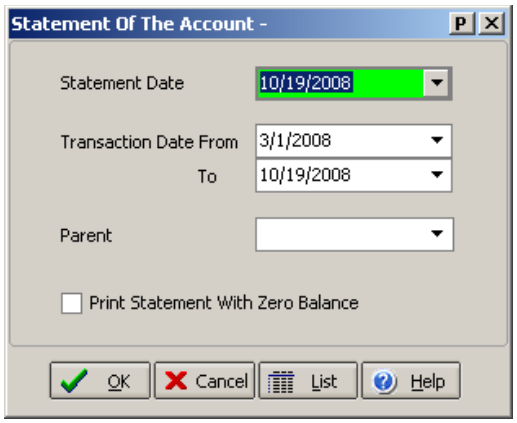


Print Statements By Parent

This report will print the statements grouping information by parent company.

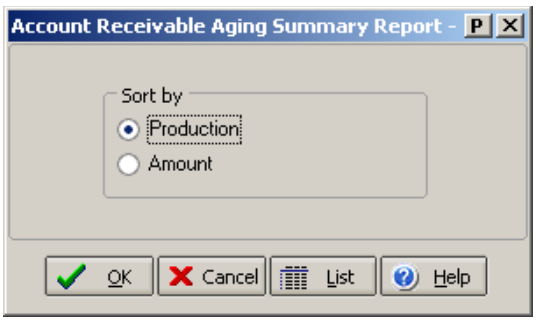


Note: If "Show Payments In AR Statement" is checked in System Setup, you can also choose to print Statements with Zero balance in the report.



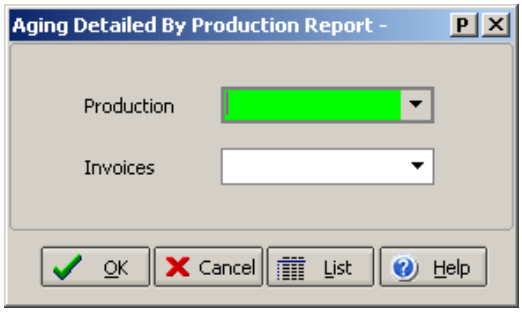
Aging Summary

This report lets you to view the aging of all production accounts. The Aging Summary report shows outstanding balances arranged by production and divided into time periods. The report shows you the aging between some predefined ranges such as 1-30, 31-60, 61-90 and more than 90 days overdue. You can choose to sort this report by Production or Amount. Also, unapplied payment could be seen according to this report.



Aging Detail By Production

In this report, users can see the aging of each production with details such as create date or due date.
Filtering options are available to reduce the number of productions. Choose to see open invoices, closed invoices or, both.
Note: User can see all productions in detail if the production is not selected.



Aging Detail By Date

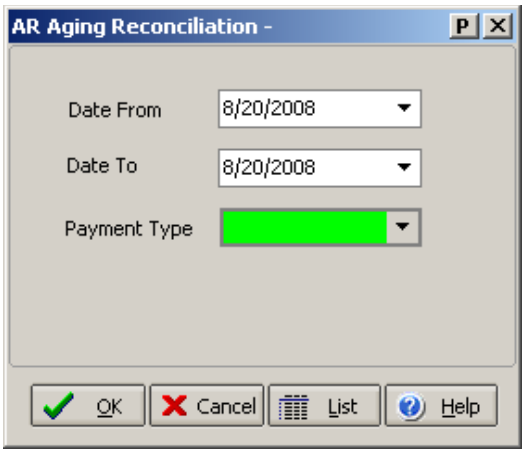
For separating aging by period ranges, users can use this report. In this report user can see all production's details.

Aging Detail By Billing Name

This report separates invoices by billing name and shows each billing name in a separate table. Here in this report, users can see exact aging of an invoice and its terms.

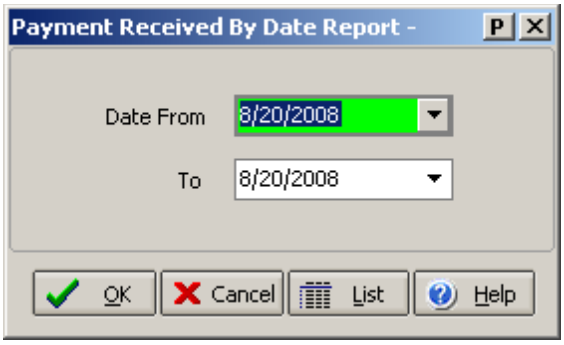
Aging Reconciliation

This report can be used to analyze the balance of payment for the specific date range.



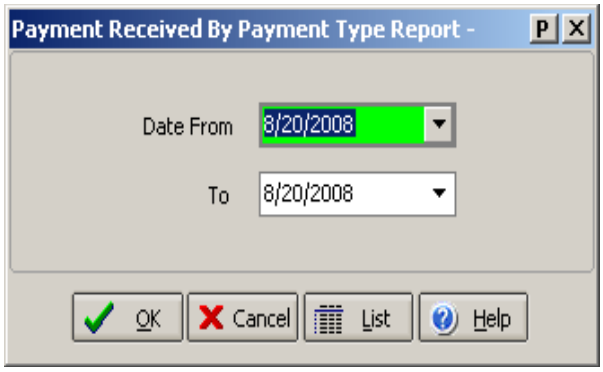
Payment Received By Date

The report will list all payments that are received within the date range. The report separates payment by date and shows the production to which the payment has been assigned. The total amount of payments can be reviewed at the bottom of this report.



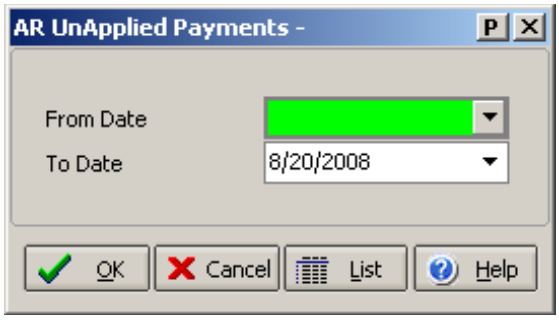
Payment Received By Type

In this report, the payments that are separated by payment type (check or cash) within a particular date range.



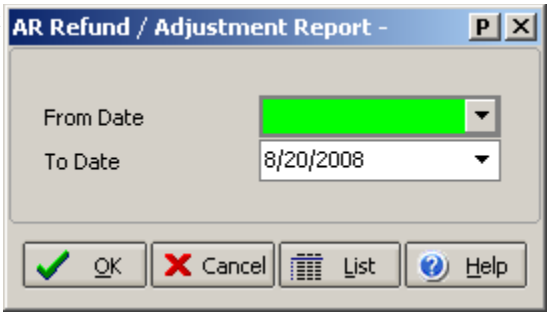
UnApplied Payments

The report list payments which have not been applied. The report is separated by productions.



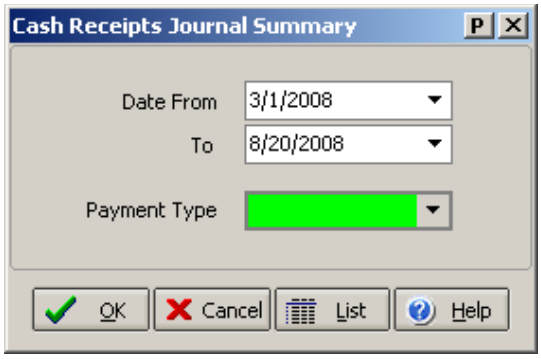
Refund / Adjustment

This report will show all the Refund/Adjustment Payments within the date range specified. The report is separated by GL codes.



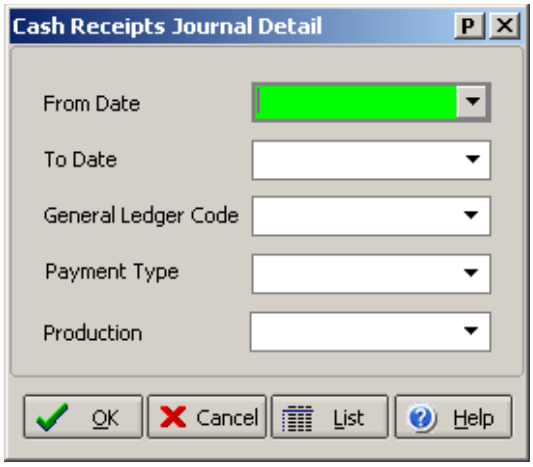
Cash Receipts Journal Summary

The report will list based upon the date range specified the cash receipts activity for the criteria selected. The report summarizes by GL account.



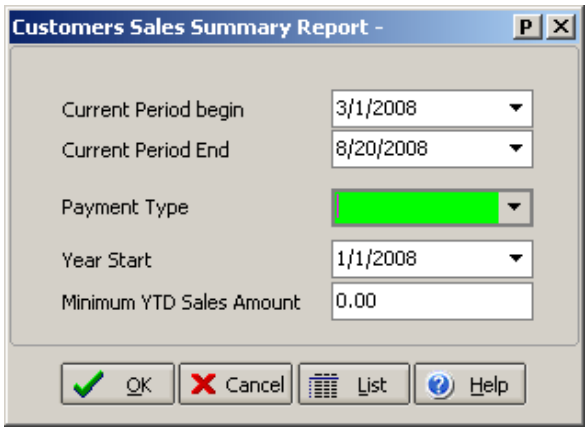
Cash Receipts Journal Detail

The report will list based upon the date range specified the cash receipts activity for the criteria selected. The report is detailed breaking out by GL account and invoice.



Customers Sales Summary

This report shows Sales, Balance and Payments per production. Options are available to filter the information.



Chapter

10

Labor

In This Chapter:

Introduction to the Labor module
Labor Detail
Reports

Labor Module

The Labor Module allows you to track employee time cards and labor tickets. Within the module is the ability to set up employee information, occupations, and job rates. Features available are printing Timecard Reports, Incomplete Timecard Reports, Labor Cost Reports, Efficiency Reports, Unbilled Ticket Reports, Employees Days Worked, and Labor Ticket Summary.

Setup Menu

Occupation Table

This is a list of all the employees' occupations. The table consists of Code, Description, Hourly Rate, Weekly Rate, Guarantee, and Basis.

Hourly Rate

This is the hourly rate the employee will receive.

Weekly Rate

This is the weekly rate the employee will receive.

Guarantee

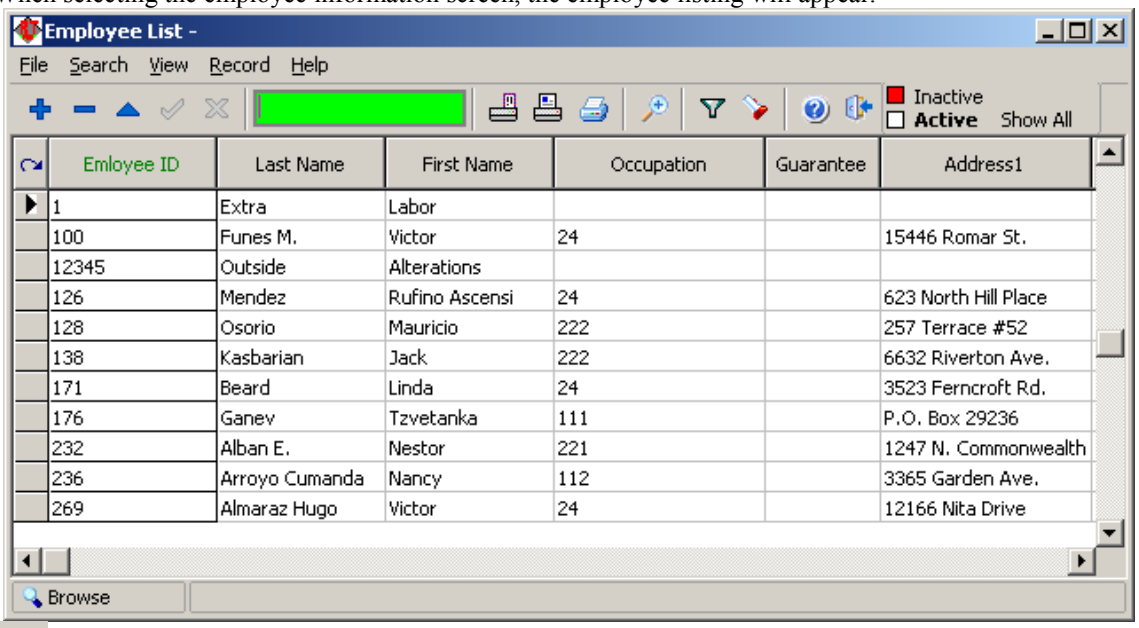
This is similar to a Salary and is based off a weekly rate.

Basis

This is how the employee gets paid and it can either be hourly or weekly.

Employee Information Screen

This screen allows the user to input the employees personal information such as Employee ID, Last Name, First Name, Occupation, Guarantee, Address Lines, Phone, Fax, Pager, Emergency Contact, Account, and whether or not the employee is Active. There are other fields that will track the employees history, billable rates, whether or not the employee is required to take a minimum lunch and an image of the employee. When selecting the employee information screen, the employee listing will appear.


Employee List -
File Search View Record Help
Inactive
Active
Show All
Emloyee ID
Last Name
First Name
Occupation
Guarantee
Address1
1 Extra Labor
100 Funes M. Victor 24 15446 Romar St.
12345 Outside Alterations
126 Mendez Rufino Ascensi 24 623 North Hill Place
128 Osorio Mauricio 222 257 Terrace #52
138 Kasbarian Jack 222 6632 Riverton Ave.
171 Beard Linda 24 3523 Ferncroft Rd.
176 Ganev Tzvetanka 111 P.O. Box 29236
232 Alban E. Nestor 221 1247 N. Commonwealth
236 Arroyo Cumanda Nancy 112 3365 Garden Ave.
269 Almaraz Hugo Victor 24 12166 Nita Drive
Browse

This allows you to print Employee ID Cards.

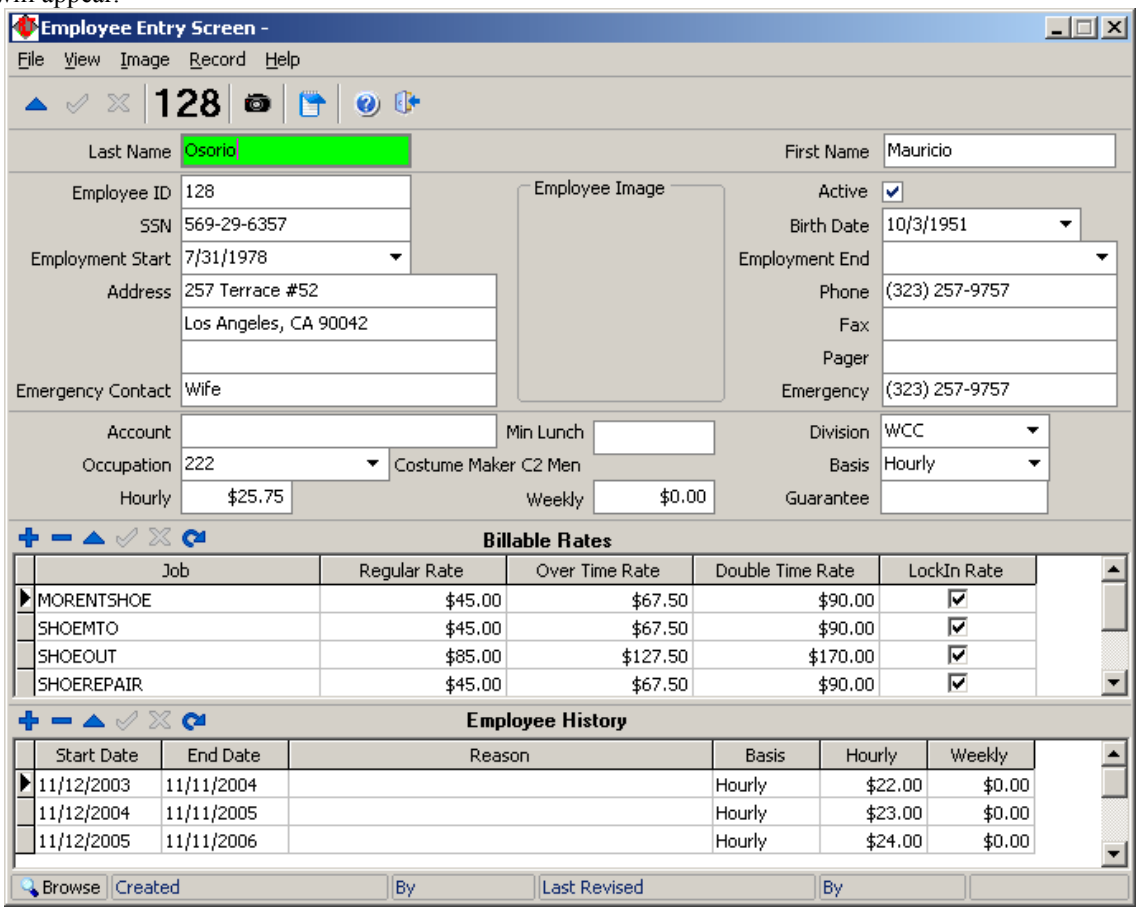
This allows you to print the Employee Mailing List.

Art Brighton
12483 Tejas Court
Rancho Cucamonga, Ca 91739
PS ID 5153864 SSO 505064875

Christina Bush
11532 Main St
Valencia CA 91354
PS ID 2175799 SSO 206058344

Employee Entry Screen

When double clicking on an employee line through the Employee List screen, the employee entry screen will appear.


Employee Entry Screen -
File View Image Record Help
128
Last Name Osorio
First Name Mauricio
Employee ID 128
SSN 569-29-6357
Employment Start 7/31/1978
Address 257 Terrace #52
Los Angeles, CA 90042
Emergency Contact Wife
Employee Image
Active
Birth Date 10/3/1951
Employment End
Phone (323) 257-9757
Fax
Pager
Emergency (323) 257-9757
Account
Min Lunch
Division WCC
Occupation 222
Costume Maker C2 Men
Basis Hourly
Hourly $25.75
Weekly $0.00
Guarantee
Billable Rates
Job | Regular Rate | Over Time Rate | Double Time Rate | LockIn Rate
MORENTSHOE | $45.00 | $67.50 | $90.00
SHOEMTO | $45.00 | $67.50 | $90.00
SHOEOUT | $85.00 | $127.50 | $170.00
SHOEREPAIR | $45.00 | $67.50 | $90.00
Employee History
Start Date | End Date | Reason | Basis | Hourly | Weekly
11/12/2003 | 11/11/2004 | Hourly | $22.00 | $0.00
11/12/2004 | 11/11/2005 | Hourly | $23.00 | $0.00
11/12/2005 | 11/11/2006 | Hourly | $24.00 | $0.00
Browse Created By Last Revised By

Employee Entry Screen field descriptions:

Employee ID

This field is required and must be unique across all employees.

Employee Image

This is where a picture of the employee can be added. Under the tool bar, click on Image and the options include Select Image Scanner, Take Picture, Take Picture From File, and Remove Picture.

Active

This must be checkmarked if this is an active employee. If this is not checkmarked, the user will not be able to add a new Timecard for this employee.

Min Lunch
If there is a value in this field, the employee must take a lunch for that amount of time, otherwise, that time will be deducted from their daily time card entry. For example, if the employee needs to take an hour lunch, then you will need to input 1.00 or if they need to take a half hour lunch, then it should be .50.

Occupation
This is the employee's occupation classification and can be entered or selected from the table. For example, Men's Tailor or Woman's Garmet Tailor.

Basis
Input whether or not the employee gets paid hourly or weekly.

Hourly
Input the employee's hourly pay rate. Basis should be set to hourly.

Weekly
Input the employee's weekly pay rate. Basis should be set to weekly.

Guarantee
Input the employee's guarantee pay rate. In order for the guarantee to be used, the basis must be set to weekly.

Billable Rates
This allows you to input job duties the employees can do, along with the job's billable rates. For example, alterations would be a job and a Customer (Production) may be charged more for a Head Tailor verses an Intern. The billable rates are not required on the employee level but if they are entered, the rates will default into the Timecard. If the LockInRate is checkmarked, then the employee's billable rates will default in to the Timecard and cannot be overwritten. For calculating the charge to a Customer, the logic is as follows: Rates can be established at the Customer (Production) level, Employee level, or the Job Type level. If there are rates at the Customer level, then the calculation will be based from there; otherwise, the rates will be taken from the Employee's Billable Rates. If there are no Employee Billable Rates, then the calculation will be based upon the Job Type level.
Regular, Overtime, and Double-time Rates can be set up for the employee in the Billable Rates grid.

Employee History
This will track the employment history for the employee such as pay increases, promotations, layoffs, etc.

Job Types

This is a list of all the different job types. The table consists of Code, Description, GL Account, Regular Rate, Overtime Rate, Double Time Rate, and Taxable. The Job Type Table is used to calculate the Billable charges on Time Cards.

Division Codes

This is a list of all the different types of Divisions. The table consists of Code and Description. The Division Code Table is used if you have two companies used within the Labor Module segregating Time Cards and Tickets.

Set List

The Set List is a customization for NBC Universal. Sets are used to track internal numbering for accounting purposes. This table consists of Production, Set Number, Description, Amount, and the Status.

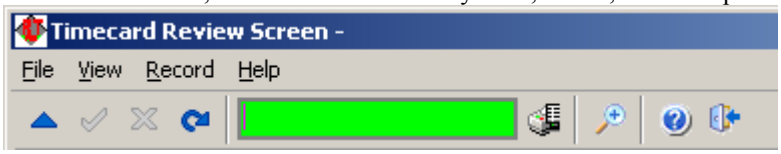
Timecards

New Timecards

Ability to add, deletes, or edits time cards. A timecard consists of a header section and a detail section. The header fields are Employee ID, Employee Name, Date worked, Notes, Status and Total Hours for that particular day. The detail grid can be arranged to make it customizable to your department. Input fields include in the detail section are: Start and Stop Times, Ticket #, Production, PO, Job Type, Regular Hours, OT and DT Hours, Lunch Break. The system will populate the Total Hours, Create Date and Create By, Revised Date and Revised By.
The input fields used by NBC Universal are Deal, Set, Charge Type, Cost Object, and SAP Account.
There are two ways to input a Time Card entry. Either by inputting a start time and stop time or by leaving the start and stop time blank or inserting the number of hours worked.
To Add a Time Card the user is required to select an employee ID or employee name from the drop down, enter the actual day you want to create the time card for and enter the total hours worked for that day. The total hours inputted must equal the total hours inputted in the detail section. Notes are optional and are used for internal purposes only. If your shop requires time cards to be entered then reviewed, select "Entered" as the Status when setting up the time card and once it has been reviewed, change the status to "Reviewed". The status can also be set up as a default. Next, select a Ticket number by using the drop down, this is required. Then, either enter in the start and stop time or enter in Regular, OT, DT Hours. All other fields are optional. Need to press the down arrow to save information and to add multiple detail lines. Remember the total detail hour's inputted need to equal the total hours worked.

Review Timecards

This is a list of Timecards. Can, filter the information by Date, Status, and Occupation.



Can, use this green highlighted area to search by clicking on a column header. For example, if you know the date, click on date then input the date in the search area. Double click on the line you would like to open. Able to add, delete, or edit record.

Timecard List

This is a list of Timecards. Can filter the information by Date, Status, and Occupation.

Can use this green highlighted area to search by clicking on a column header. For example, if you know the date, click on date then input the date in the search area. Double click on the line you would like to open. Able to add, delete, or edit record.

Ticket

New Ticket

Able to add a new ticket. The Ticket # can be automatically assigned if set up through Administration, System Setup. The Customer and Job Type Fields are required. Other optional fields include Set, Bill Status (Complete, Bill, Non-billable), Status (Active, Complete), Pay Type, Actor/Actress, Part of, Date Ordered Work, Date Needed, Item, Quantity, Description of work to be done, and Authorized by. Also allows a PO to be added.

This will allow printing Ticket Label.

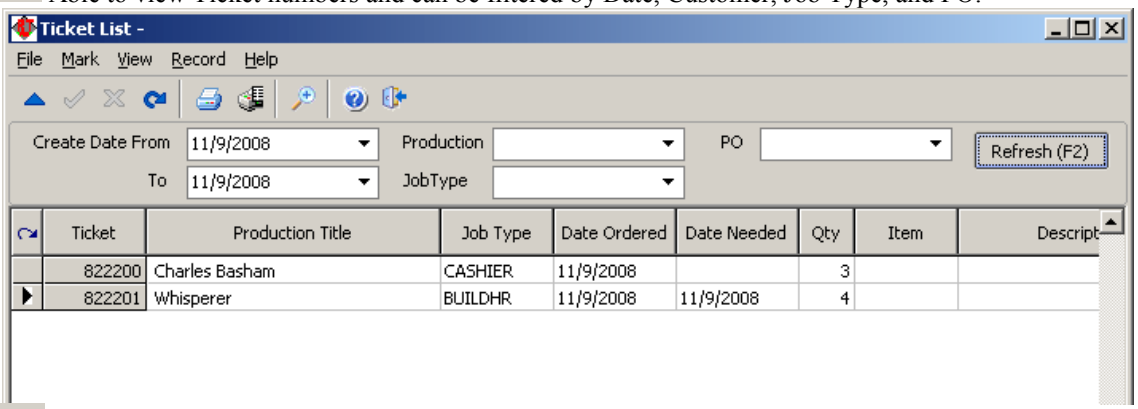
This will allow printing Ticket Cover Sheet.

View Ticket

Able to edit or delete an existing Ticket.

Ticket List

Able to view Ticket numbers and can be filtered by Date, Customer, Job Type, and PO.



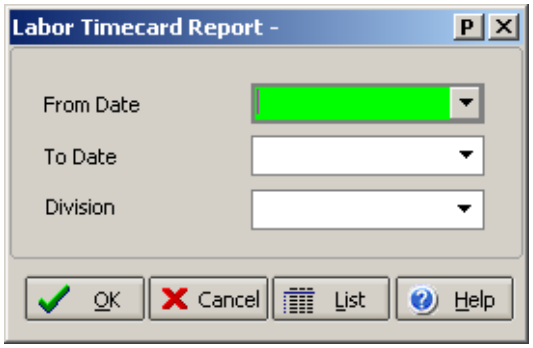
This will allow printing Grid.

Reports

The following reports are available across the Labor module:

Timecard Report

This report will display all the timecards and can be sorted by date and division.

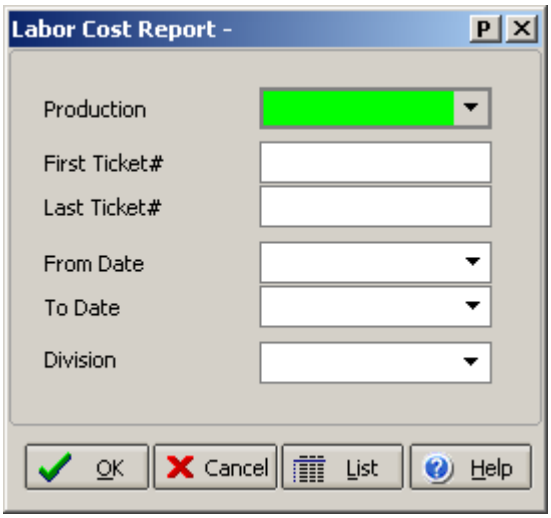


Incomplete Timecard Report

This report will display all the timecards that have not been completed. It will show the Ticket number, date, employee ID and employee name.

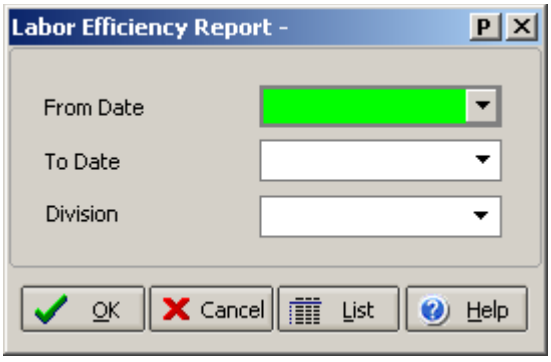
Labor Cost Report

This report will display the actual cost of labor verses the billable charge. It can be sorted by Customer, First Ticket#, Last Ticket#, Date, and Division.



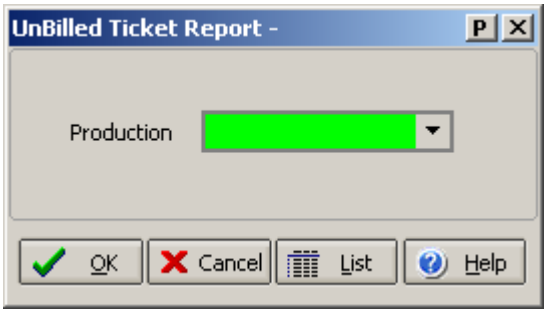
Efficiency Report

This report can be sorted by date and division and will display the employee's ID, name, billable hours, non-billable hours, billable percent, and non-billable percent.



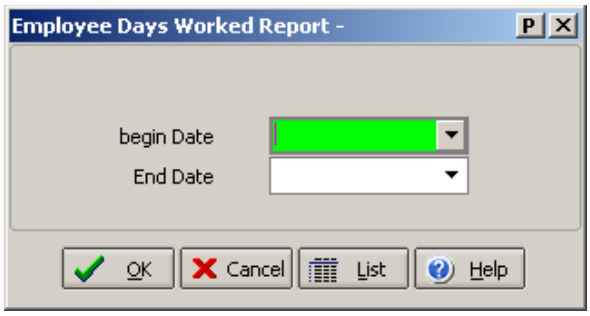
UnBilled Ticket Report

This report is sorted by customer and displays all the tickets to be billed.



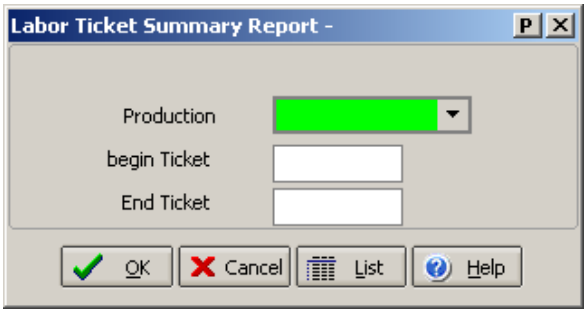
Employee Days Worked

This report displays employees' hours and days worked. It is sorted by begin date and end date.



Labor Ticket Summary

This report displays the summary of the Labor Tickets and can be sorted by Customer, begin ticket and end ticket.



Chapter

11

Reports

In This Chapter:

Introduction to the Reports module
Printing Barcode Labels
Rental/Operations Reports
Management Reports
Acquired Revenue Reports
Statistical Reports
Statistical Graphs

Reports Module

There are an extensive amount of reports available within the Reports Module. The reports supply information to help keep on top of your data.

It is also recommended that you review Display grid listings in Chapter 2. Throughout RTPro, the data displayed on the various grid listings can be filtered and columns can be rearranged in order to provide you with a report of very specific information.

As a reminder, to save time (and paper), you do not need to print a report each time you need information. All RTPro reports can be previewed to the screen by clicking the Preview bullet from the Report Setup window. This is very useful for quick lookups, to check if a report has the information you need, or to check various options and sorting capabilities.

To access the reports, click on the Reports button on the main screen. The various reports are divided into five sections, each represented by a drop-down menu at the top of the Report Module. Click the drop-down tab to display the reports available in that section. Click the report you wish to view or print. Where options are available, you may restrict the report to only the data or range of data you wish to review. Leaving an option field blank will give you information for all of the choices available in that field. Following is a brief synopsis of the available reports.

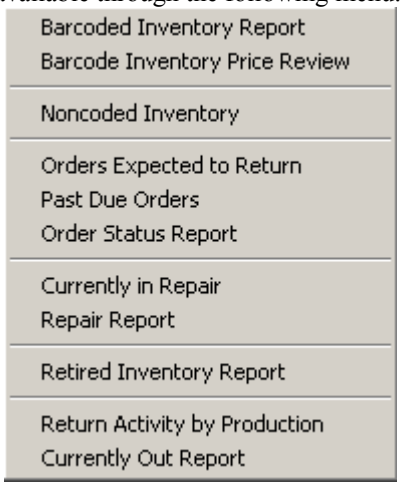
File Menu

Print Barcode Labels

You can print Barcode labels from the file menu. Enter the barcode number and number of prints you want for each barcode.

Rental/Operations

The Rental/Operations reports are available through the following menu:



Barcoded Inventory Report

A detailed inventory report. Criteria can be entered to filter specific types of information.

Options:

Creation Date Range – Filters the report to the barcodes created between the given date range. If begin date is blank, it will print all barcodes created on or before the end date. If the end date is blank, it will print all barcodes created on or after the begin date.

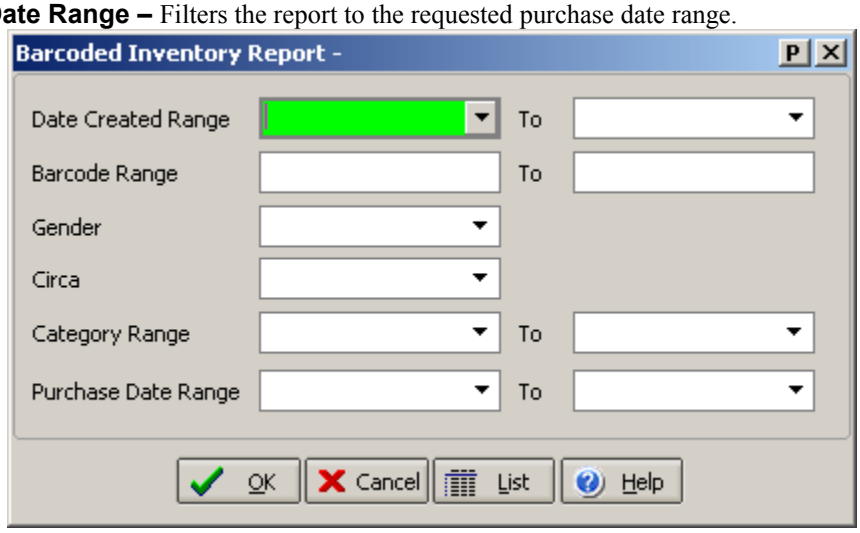
Barcode Range – The range of barcodes displayed in this report can be limited by selecting the beginning and ending barcodes. Leave these blank to show all barcodes.

Gender/Department – Shows only the barcodes belonging to this Gender. Leave this blank to show items from all genders.

Circa/Main Category – Shows only the barcodes belonging to this Circa. Leave this blank to show items from all genders.

Category Range – Filters the report to the requested category range.

Purchase Date Range – Filters the report to the requested purchase date range.



Barcoded Inventory Price Review

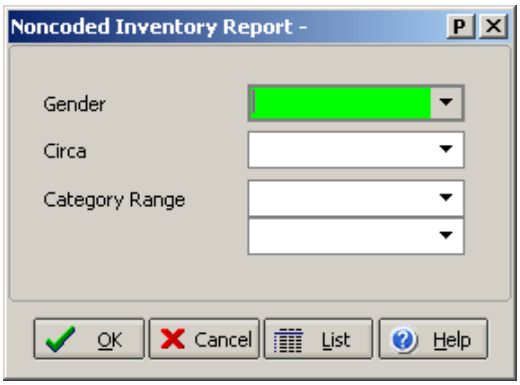
This report prints one line per inventory item for a specific date range. The report is not as detailed as the Barcode Inventory Report. This report is very handy to run on a daily basis to help overview how inventory is being entered.

Options:

Creation Date Range – Filters the report to the barcodes created between the given date range. If begin date is blank, it will print all barcodes created on or before the end date. If the end date is blank, it will print all barcodes created on or after the begin date.

Noncoded Inventory

This report prints out information pertaining to noncoded inventory. The columns which print are, Quantity Owned, Qty in Repair, Quantity Out, Quantity Retired, Quantity In Stock. The quantity owned is stored on the category table.



Options:

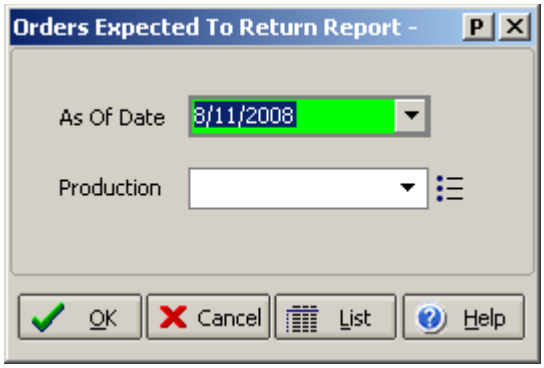
Gender/Department – Shows only the noncoded items belonging to this Gender. Leave this blank to show items from all genders.

Circa/Main Category – Shows only the noncoded items belonging to this Circa. Leave this blank to show items from all genders.

Category Range – Filters the report to the requested category range.

Orders Expected to Return

This report reflects the orders which are expected to return items on a specific date. The date referenced for the report is the 'expected return date' which is stored on the order information screen.



Options:

As Of Date – A list of orders with Return Date on or before this given date.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Past Due Orders

This report prints out orders which are past due for a specific amount of days. The orders reflected on the report are orders which do not have all items returned and have a past due "expected return date" specified.

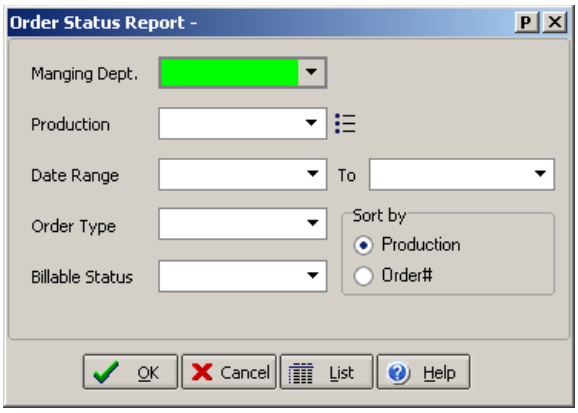
Options:

Past Days Due – Number of days that orders are past their return date.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions.

Order Status Report

This report will list the current status of each order.



Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Production / Order#.

Production – Shows only the orders belonging to this given production. Leave this option blank to show orders from all productions. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

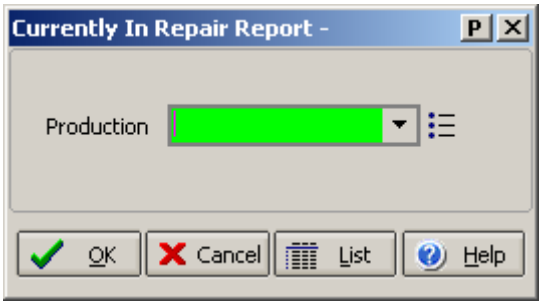
Date Range – Filters the report to the orders created between the given date range.

Order Type – Filters the report to any of the following order types Hold / Hiatus / Rental / Loan. Leave this option blank to print all orders regardless of their order types.

Billing Status – Filters the report to any of the following billing status Regular Bill / No Charge Rental / No further Rental / No Charge / No Further Bill. Leave this option blank to print all orders regardless of their billing status.

Currently in Repair

This report reflects the items which are currently in repair (checked into repair but not checked out of repair yet). If the repair is billable the order and production will be specified on the report.

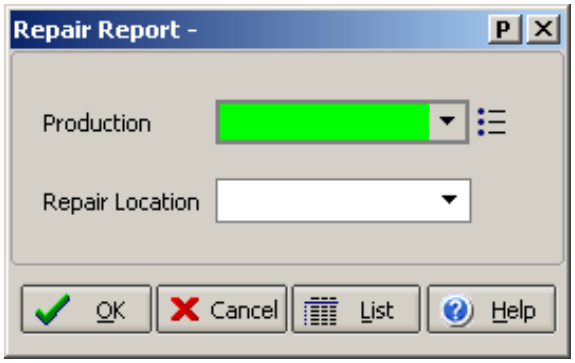


Options:

Production – Shows only the items that are in repair and linked to an order for this production. Leave this blank to show items from all productions. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

Repair Report

This report prints a log of items that are in repair. The report reflects the location at which the items are being repaired.



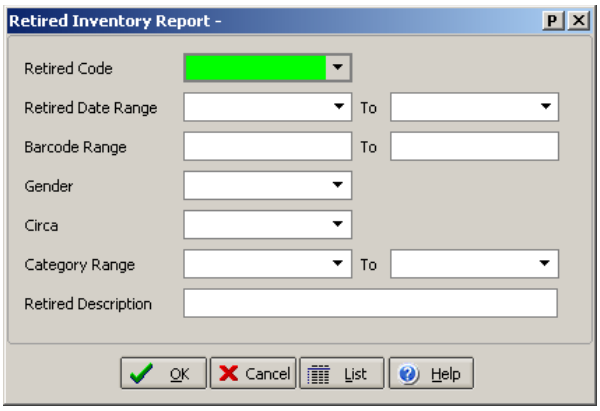
Options:

Production – Shows only the items that are in repair and linked to an order for this production. Leave this blank to show items from all productions. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

Repair location – If you want to select the equipment currently in repair by the repair location, you must choose this item.

Retired Inventory Report

The purpose of this report is to get a list of inventory items that are retired. Criteria can be entered to filter specific types of information.



Options:

Retired Code – The report can be filtered to print the requested item that is retired.

Retired Date Range – Filters the report to the requested Retired Date Range. If the Begin Date is left blank, then all items retired on or prior to the End Date will print. If the End Date is left blank, then all items retired on or after the Begin Date are printed.

Barcode Range – The range of barcodes displayed in this report can be limited by selecting the beginning and ending barcodes. Leave these blank to show all barcodes.

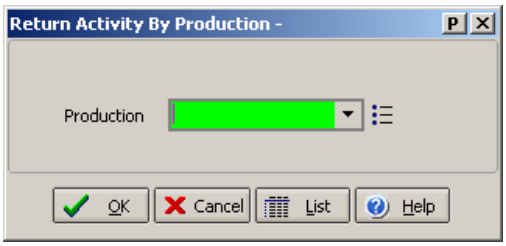
Gender/Department – Shows only the items belonging to this Gender. Leave this blank to show items from all genders.

Category Range – Filters the report to the requested category range.

Retired Description – Filters the report to the requested Retired Description. Leave this option blank to show retired items across all Retired Description.

Return Activity by Production

The activities of returned orders that are related to the selected production or productions will be listed in this report.



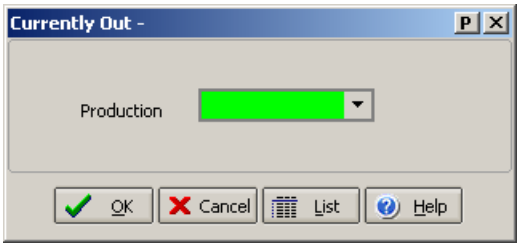
Option:

Production – Select the production to limit the report to only orders for this production. Leave this option blank to show orders from all productions.

Currently Out Report

This report reflects the orders which are currently out related to a specific production.

The Order Value and Production Value will be displayed on the report.



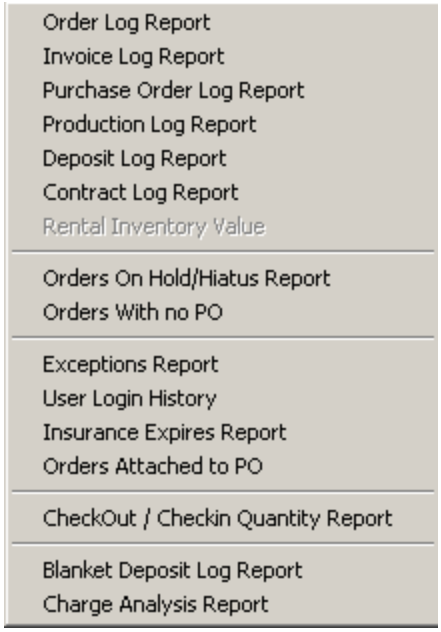
Option:

Production – Select the production to limit the report to only orders for this production.

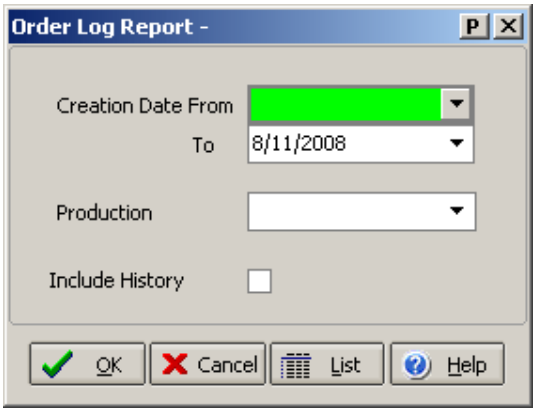
Leave this option blank to show orders from all productions.

Management

The Management reports are available through the following menu:



Order Log Report



A listing of orders will print based upon the criteria entered. It prints information such as Production and Contact information for the each order. The report's result can be filtered by create date range or production. You may also include orders that are moved to history.

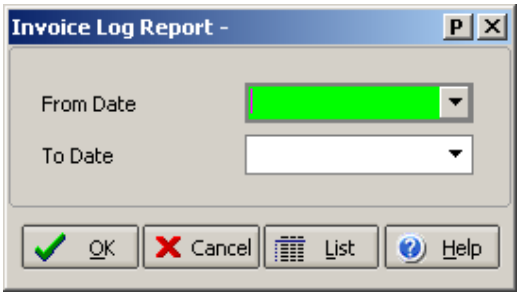
Options:

Creation Date Range – Filters the report to the orders created between the given date range. If begin date is blank, it will print all the orders created on or before the end date. If the end date is blank, it will print all the orders created on or after the begin date.

Production – Select the production to limit the report to only orders for this production. Leave this option blank to show orders from all productions.

Include Orders in History – If checked, it will print both live and history orders. History orders are the orders that were moved to the History section of the program.

Invoice Log Report

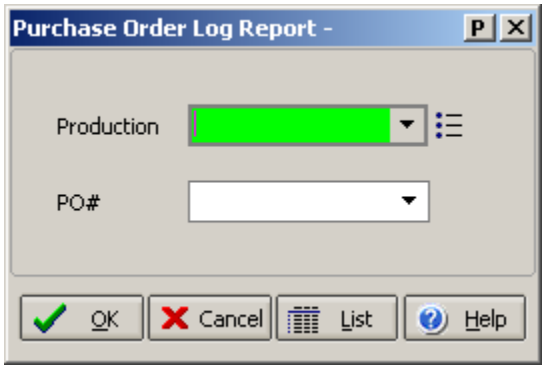


A listing of invoices will print based upon the criteria entered. Invoices and Voided Invoices will print on report.

Option:

Invoice Creation Date Range – Filters the report to the invoices created between the given date range. If begin date is blank, it will print all the invoices created on or before the end date. If the end date is blank, it will print all the invoices created on or after the begin date.

Purchase Order Log Report



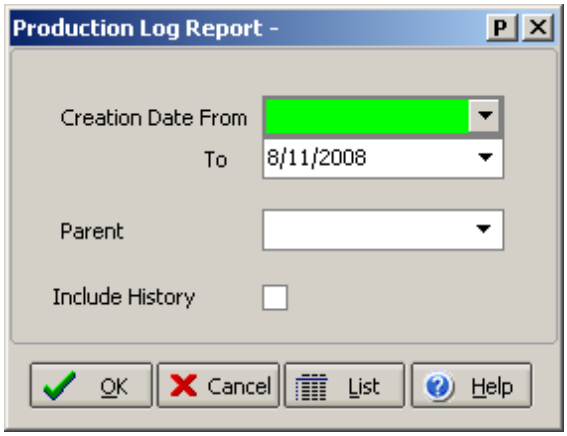
A listing of purchase orders will print based upon the criteria entered. The print reflects the purchase orders and then the orders attached to the purchase order.

Options:

Production – Select the production to limit the report to only purchase orders for this production. Leave this option blank to show POs from all productions. Select multiple productions using Select List option.

PO# – You can filter this report to show only the specific purchase order. Leave this blank to show all.

Production Log Report



A listing of productions will print based upon the criteria entered. It prints the expected wrap date, accounting contact information, and creation date. You can filter the results by create date range or parent. You may also include productions that are moved to history.

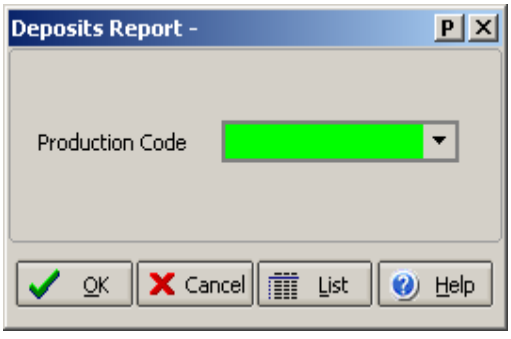
Options:

Creation Date Range – Filters the report to the productions created between the given date range. If begin date is blank, it will print all the productions created on or before the end date. If the end date is blank, it will print all the productions created on or after the begin date.

Parent – Select the parent to limit the report to only productions for this selected parent. Leave this option blank to show purchase productions from all parents.

Include History – If checked, it will print both live and history productions. History productions are the productions that moved to the History section of the program.

Deposit Log Report



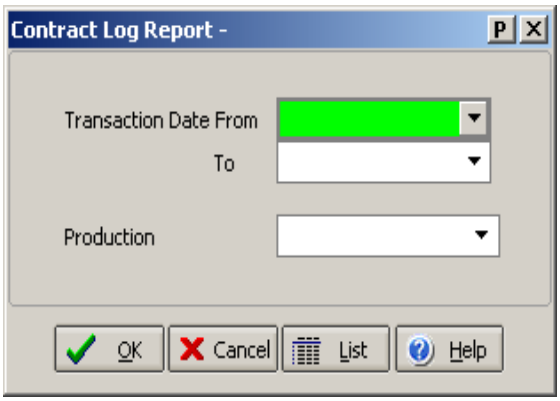
The purpose of this report is to print a list of security deposits. Security deposits are pulled from the production. Filter the deposit report by production.

Option:

Production – If the Production is blank, then the system will consider all productions.

Contract Log Report

The purpose of this report is to print a list of contracts related to a specific production. Filter the contract report by production.

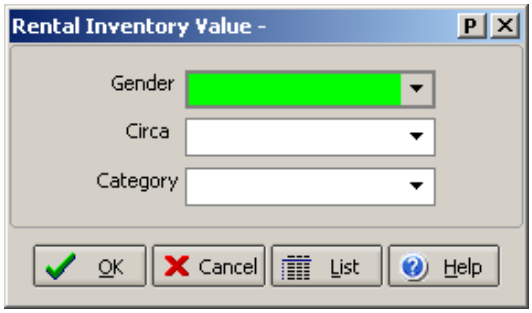


Option:

Production – If the Production is blank, then the system will consider all productions.

Rental Inventory Value

This report prints a value of all rental inventory items on file. It will print total quantity and total value for each included type of items. The value comes from the purchase price of the individual items. If an item does not have a purchase price, the replacement cost from the items code is used.



Options:

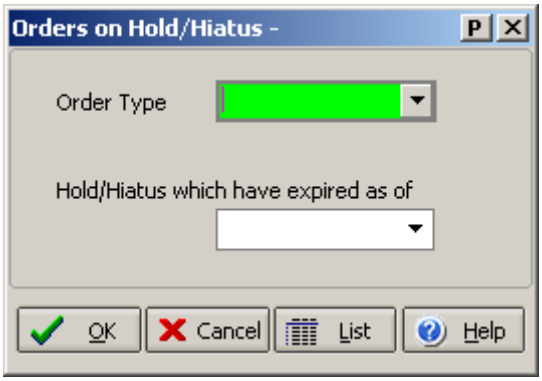
Gender – Shows only the items belonging to this Gender. Leave this blank to show items from all genders.

Circa – Shows only the items belonging to this Circa.

Category – Shows only the items belonging to this Category. Leave this blank to show items from all categories.

Orders On Hold/Hiatus Report

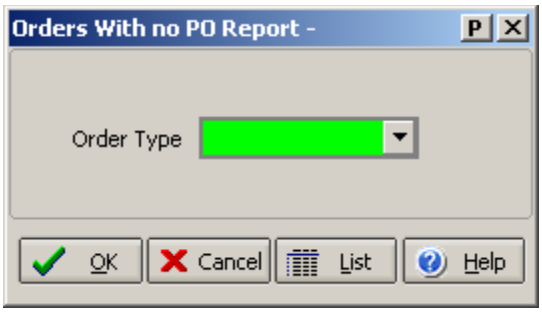
Orders on Hold – A list of orders with an order status marked as 'Hold' will be printed. This report is helpful for keeping track of hold orders. If rental items are attached to hold orders the items are considered reserved and the items cannot be rented out to another order.



Orders on Hiatus – A list of orders with an order status marked as 'Hiatus' will be printed. During the time the order is on hiatus the order is considered not billable. When the order is taken of hiatus, rental billing will continue.

Orders With no PO Report

From the production information screen, a production can be specified that orders for the production require a purchase order. This report reflects the orders which do not have a purchase order. You may filter results to show only one type of order. The report prints the production name, order number, creation date and contact information.

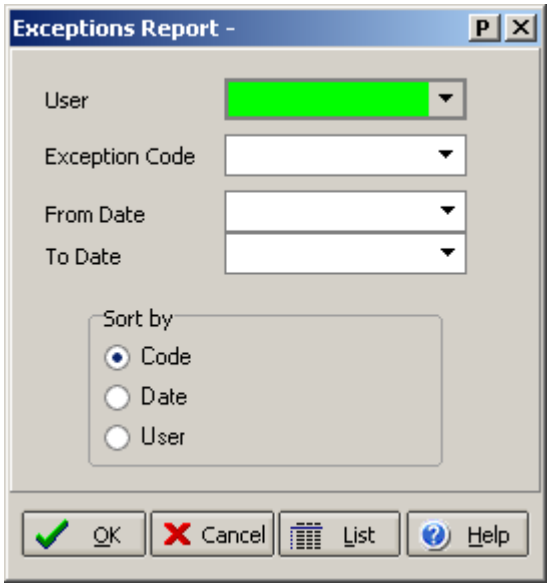


Option:

Order Type – Filters the report to any of the following order types Hold / Hiatus / Rental / Loan. Leave this option blank to print all orders regardless of their order types.

Exceptions Report

Through Rental Tracker Pro certain exception records are written to a file to retrieve for reference. RTPro refers to these transactions as Exceptions. An exception is an operation which should be tracked. An example of an exception is canceling an item off an order, or perhaps changing a billable status on an order. Because they are canceled, they are no longer show on the order detail. If for any reason you needed to see which items were canceled and who canceled them, you could refer to the Exceptions Report.



Options:

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Exception Code, Date or User.

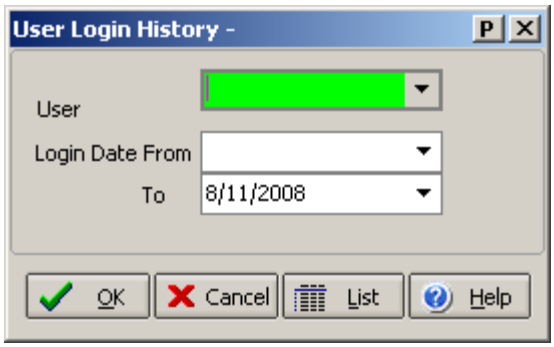
User – If you are looking for exceptions created by a specific user, enter the user code in here, or leave this option blank to show exceptions for all users.

Exception code – If you are looking for exceptions created by a specific exception code, enter in the code here, or leave this option blank to show all type of exceptions. The lookup list shows all the exceptions currently recorded in the system.

Date Range – Filters the report to the exceptions occurred between the given date range. If begin date is blank, it will print all the exceptions occurred on or before the end date. If the end date is blank, it will print all the exceptions occurred on or after the begin date.

User Login History

When users log in or log out of the system, RTPro keeps a history with user code, date and time of the login and logout. You can print this report that lists the history of user's logins.



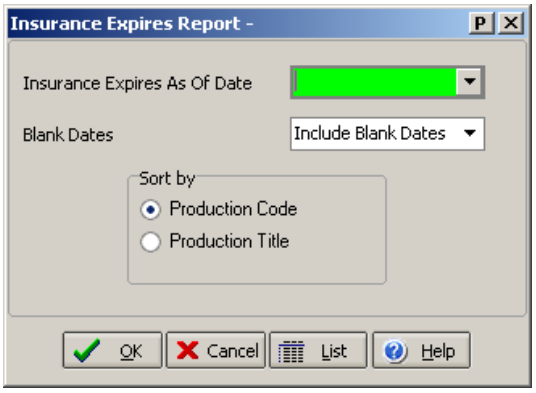
Options:

User – Enter the user's code in here to get the login history for this specific user, or leave this option blank to show login history for all users.

Date Range – Filters the report to the logins that occurred between the given date range. If begin date is blank, it will print all the logins that occurred on or before the end date. If the end date is blank, it will print all the logins that occurred on or after the begin date.

Insurance Expires Report

Rental Tracker stores the insurance information on the Production Information Screen. Use this report to determine the insurance status for each production. The productions with expired insurance will print on the report based upon the criteria entered. This report lists the insurance information for each production, including the expiration date, insurance company and policy number.



Options:

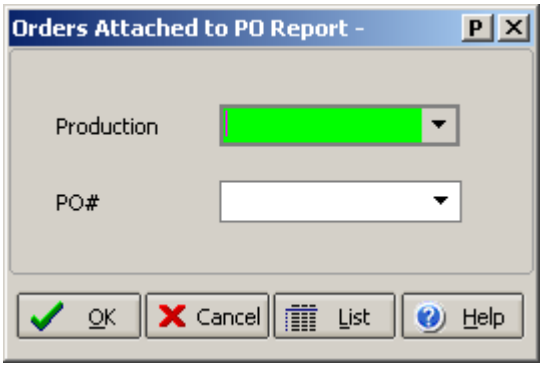
Insurance Expires As of Date – If a date is entered, any insurance that expires on or before this date will be included in the report.

Blank Dates – Include Blank Dates / Exclude Blank Dates / Blank Dates Only.

Sort By – Specifies the sorting order of the records on the report. You can sort the report by Production Code / Production Title.

Orders Attached to PO

This report prints order linked to a specific purchase order based upon the criteria entered.If a Production has given you the same purchase order number for more than one order, all of the orders linked to that P.O. would display. The report contains order number, creation date, the status of order and contact information.

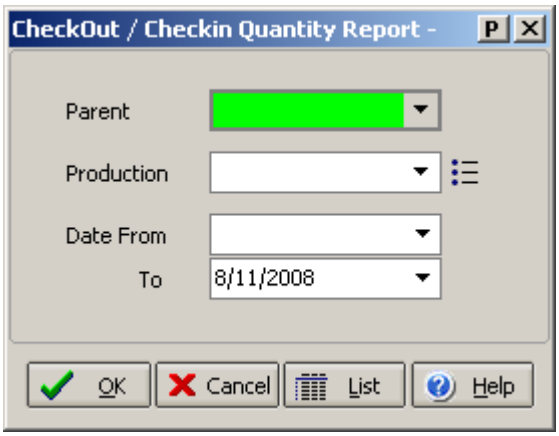


Options:

Production – Select a production to limit report to show only purchase orders for that production. Leave this option blank to show purchase orders from all productions.

PO# – If you enter PO #, the report prints only those POs. Leave this option blank to get a listing of all Purchase Orders.

CheckOut/Checkin Quantity Report



This report will print the quantity of items which were checked out and checked in based upon the criteria entered. System manager can use this report to detect the amount of activity in the office(s).

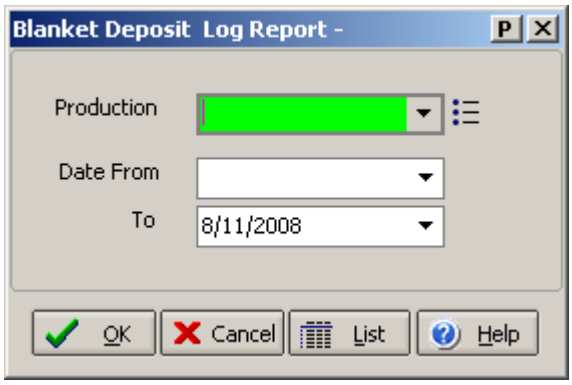
Options:

Parent – Select the parent to limit the report to only productions for this selected parent. Leave this option blank to show purchase productions from all parents.

Production – Select the production to limit the report to only orders for this production. Leave this option blank to show all productions.

Date Range – Filters the Checkout/Check-in transactions performed between the given date range. If begin date is blank, it will include all the transactions performed on or before the end date.
If the end date is blank, it will include all the transactions performed on or after the begin date.

Blanket Deposit Log Report



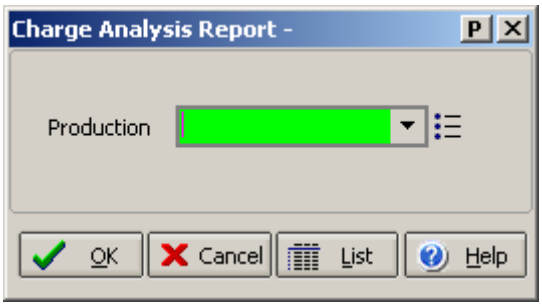
Blanket Deposits are entered in on the Production level. A listing of the blanket deposits will be printed.

Options:

Production – If the Production is blank, then the system will consider all productions. You can select multiple productions using Select List option in front of production field

Date Range – Deposit creation date.

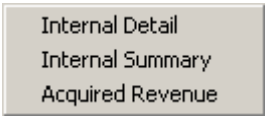
Charge Analysis Report



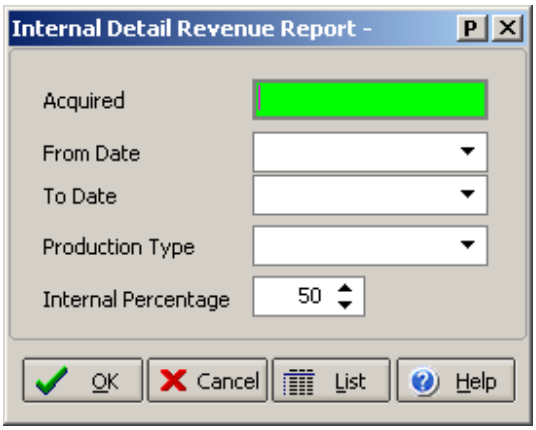
The charge Analysis Report will show by production the flats created, the replacement value of all the items of the flat, the amount of the rentals for the flat, if the value of the outstanding items and the saving of the rental charges vs. the flat amount.

Acquired Revenue Reports

The Acquired Revenue reports are provided to handle consignments. On the barcoded inventory record a field labeled acquired from is available. The field can be used to populate where the item originated. If another shop or individual owns the item the information can be entered in the acquired field.



Internal Detail



The report will reflect the charges, which have been billed out based upon the criteria entered. This report will be printed in Detail format and contains the invoice number, production code, order number, barcode, description, rental charge, in-house revenue and the acquired name. Revenue totals will be printed at the end of report.

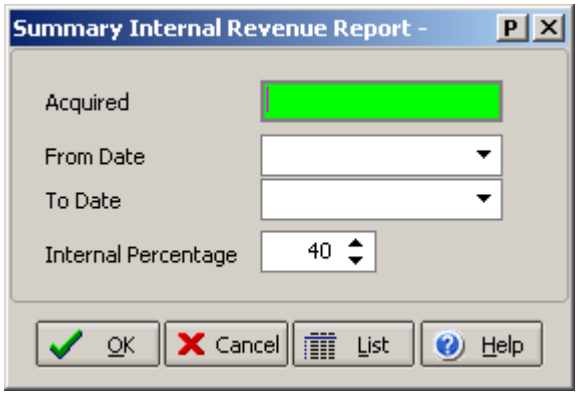
Options:

Date Range – This is the billing date range.

Production Type – Select production type to limit report to show only productions matching this production type. Leave this option blank to show results for all production types.

Percentage – This is the percentage of the amount the Acquired shop receives of the billed charges.

Internal Summary



The report will reflect the charges, which have been billed out based upon the criteria entered. This report will be printed in Summary format and contains the invoice number, production code, rental charge, in-house revenue and the acquired name revenue. Total revenue will be printed at the end of the printout sheet.

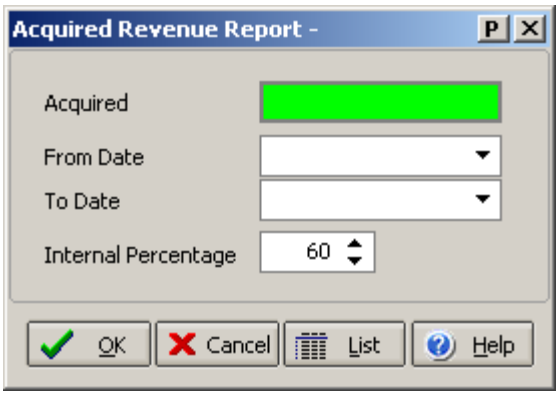
Options:

Date Range – This is the billing date range.

Percentage – This is the percentage of the amount the Acquired shop receives of the billed charges.

Acquired Revenue

The report will reflect the charges, which have been billed out based upon the criteria entered. This report contains barcode, description, rental charge, in-house revenue and the acquired name revenue. Total revenue will be printed at the end of the printout sheet.



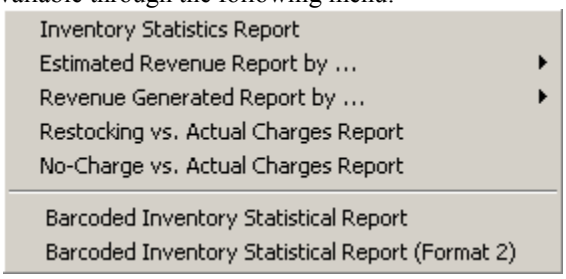
Options:

Date Range – This is the billing date range.

Percentage – This is the percentage of the amount the Acquired shop receives of the billed charges.

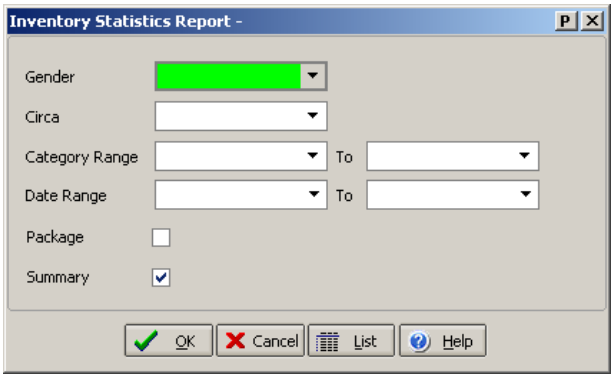
Statistical Reports

The Statistical reports are available through the following menu:


Inventory Statistics Report
Estimated Revenue Report by ...
Revenue Generated Report by ...
Restocking vs. Actual Charges Report
No-Charge vs. Actual Charges Report
Barcoded Inventory Statistical Report
Barcoded Inventory Statistical Report (Format 2)

Inventory Statistics Report

This report reflects the revenue generated for barcoded inventory items. The total revenue generated by all items is displayed at the end of the report.



Options:

Gender – Select a gender to limit the report to show only items for this Gender. Leave this option blank to show results for all genders.

Circa – Select a circa to limit the report to show only items for this circa. Leave this option blank to show results for all circa.

Category Range – You can limit the range of categories displayed in the report by selecting begin and ending categories. Leave these fields blank to show all categories.

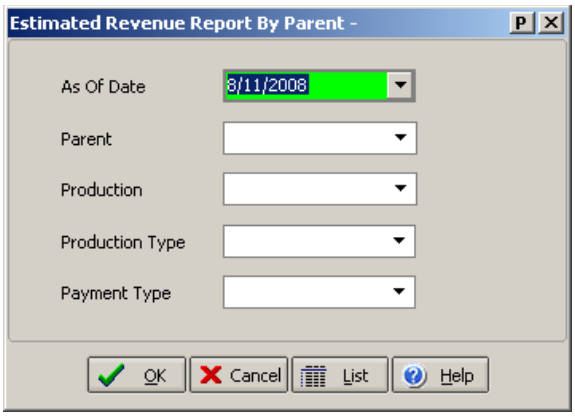
Date Range – To filter the report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Packages – This will only print the revenue for packages, otherwise the packages are included.

Summary – The summary consolidates by gender, circa, category. If summary is not selected the report prints statistics per barcode.

Estimated Revenue Report by Parent

These reports provide "projected" revenue based upon the criteria entered. To arrive at the revenue, the report looks at what charges are currently due across orders. You may summarize the report by parent, production or production type.



Options:

As of Date - Fill this date to filter results to show records created before this date.

Parent – Select parent to limit report to show only productions for selected parent. Leave this option blank to show results for all parents.

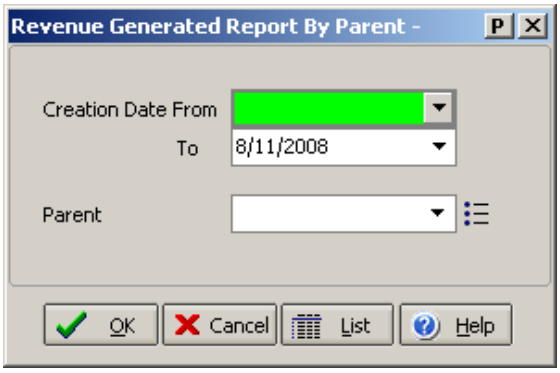
Production – Select production to limit report to show only orders for this production. Leave this option blank to show results for all productions.

Production Type – Select production type to limit report to show only productions matching this production type. Leave this option blank to show results for all production types.

Payment Type – Select payment type to limit report to show only productions matching this payment type. Leave this option blank to show results for all payment types.

Revenue Generated Report by Parent

This report provides revenue generated from confirmed invoices based upon the criteria entered. A breakdown of all types of revenue (rentals, damage, loss, etc) will be displayed with individual totals and report totals. You may summarize the report with Parent, Master, Production, Production Type, Contact, Managing Department or Job Type.



Options:

Creation Date Range – To filter report to show only records between dates, use these options. If only begin date is entered, system includes all records after begin

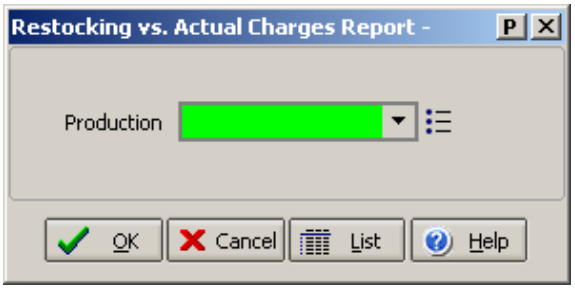
Date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Parent – Select Parent to limit report to show only productions for selected parent. Leave this option blank to show results for all Parents.

Note: This option will change based on your report type selection from menu and it will be filtered for the same report type such as filter by parent for report by Revenue Generated by parent report.

Restocking vs. Actual Charges Report

This report prints out statistical information about rental and restocking revenue versus the maximum which could have been generated for rentals and restocking. The information which prints is the revenue generated as of today for rentals, revenue generated as of today for restocking, the maximum amount which could have been made for rentals, and the maximum amount which could have been generated for restocking if all items were charged a



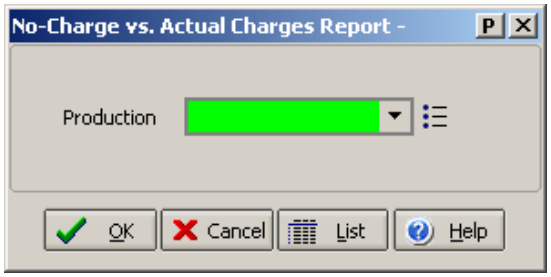
restocking fee.
The revenue generated as of today is based upon the 1st billing cycle and does not include extended rentals. The restocking fee/percentage must be noted on the order header in order to the maximum restocking to be calculated.
The maximum rental amount is based upon the 1st billing cycle and does not include extended rentals. The amount reflects if all items were rented and not turned in within the approval period.

Option:

Production – Select the production to limit the report to only orders for this production. Leave this option blank to show orders from all productions. You also can select multiple productions. To do this, click on list icon in front of Production and select each one you want to include in report.

No-Charge vs. Actual Charges Report

This reports prints out orders which are marked as no charge. The information referenced is if the order were a rental order the amount which could be generated as of today for rentals, and the amount which could be generated as of today for restocking. The revenue generated as of today is based upon the 1st billing cycle and does not include extended rentals.

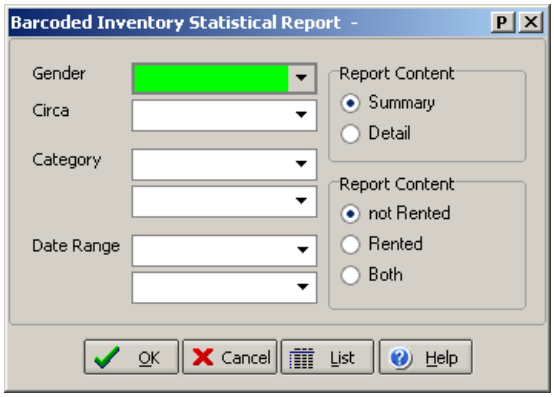


Options:

Production – Select production to limit report to show only orders for this production. Leave this option blank to show result for all productions.

Barcoded Inventory Statistical Report

This report will show all rental activity for barcoded items within a specified date range. The report content can be listed in summary or detail formats. You can choose to display rented, not rented items or both in the report.



Options:

Gender – Select a gender to limit the report to show only items for this Gender. Leave this option blank to show results for all genders.

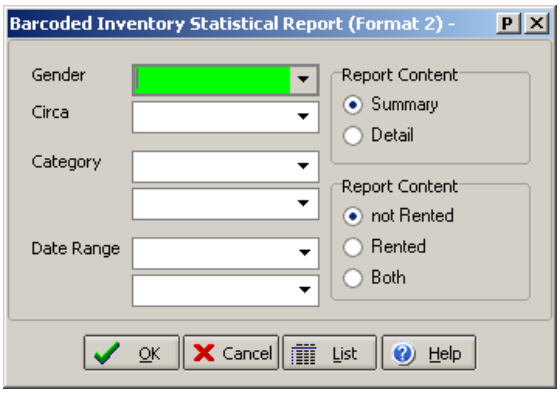
Circa – Select a circa to limit the report to show only items for this circa. Leave this option blank to show results for all circa.

Category – Shows only the items belonging to this Category. Leave this blank to show items from all categories.

Date Range – To filter the report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

Barcoded Inventory Statistical Report (Format 2)

This report will show all rental activity for barcoded items within a specified date range. The report content can be listed in summary or detail formats. You can choose to display rented, not rented items or both in the report. The content of this report will be the gender, circa, category, replacement, weekly rate, days returned and billed.



Options:

Gender – Select a gender to limit the report to show only items for this Gender. Leave this option blank to show results for all genders.

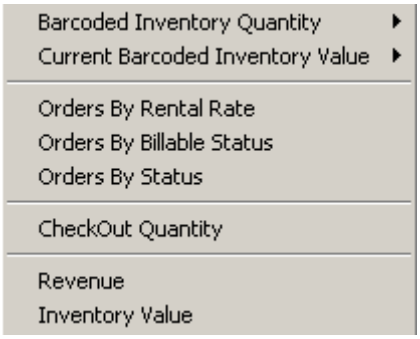
Circa – Select a circa to limit the report to show only items for this circa. Leave this option blank to show results for all circa.

Category – Shows only the items belonging to this Category. Leave this blank to show items from all categories.

Date Range – To filter the report results to show only records between dates, use these options. If only begin date is entered, system includes all records after begin date and ignores all records before that date. If only end date is entered, system includes all records before end date and ignores all records beyond that date.

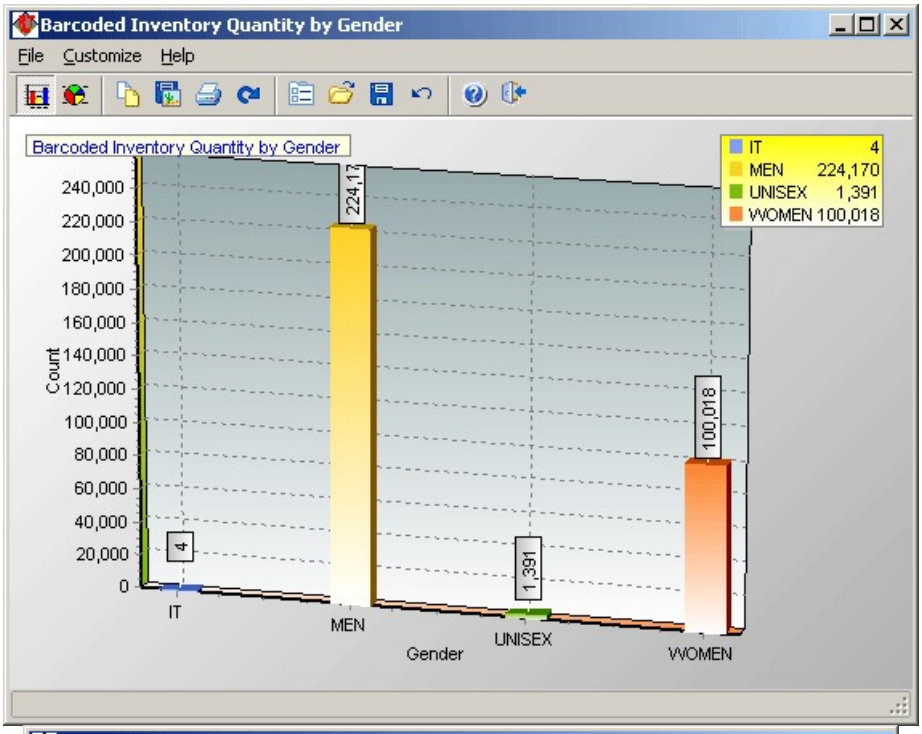
Statistical Graphs

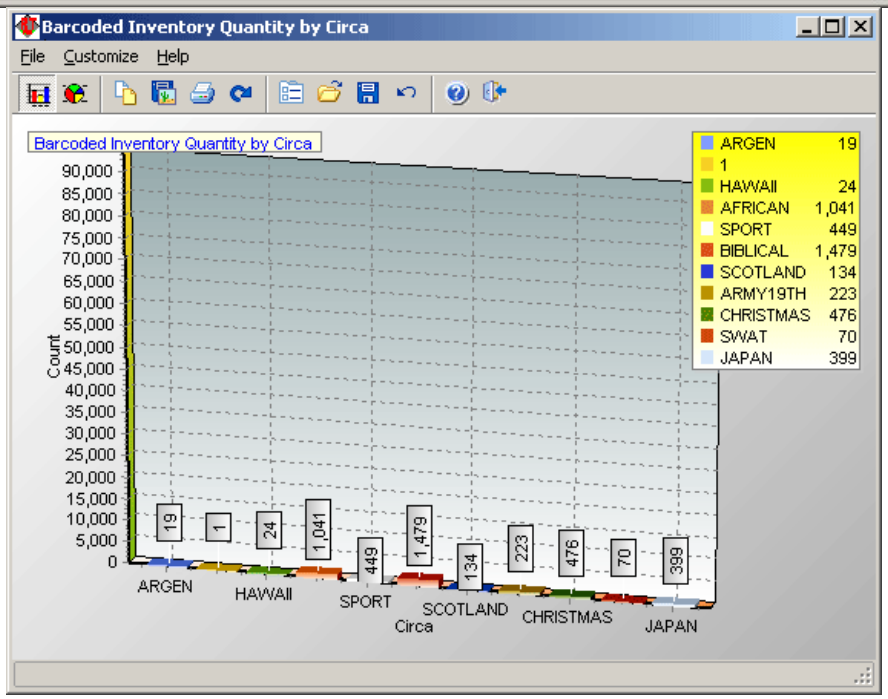
There are several reports which can be reviewed in a pie chart or a bar chart. The Statistical graphs are available through the following menu:



Barcoded Inventory Quantity

This graph shows the quantity of barcoded items in your shop. It can be displayed by Gender or Circa.
Example:

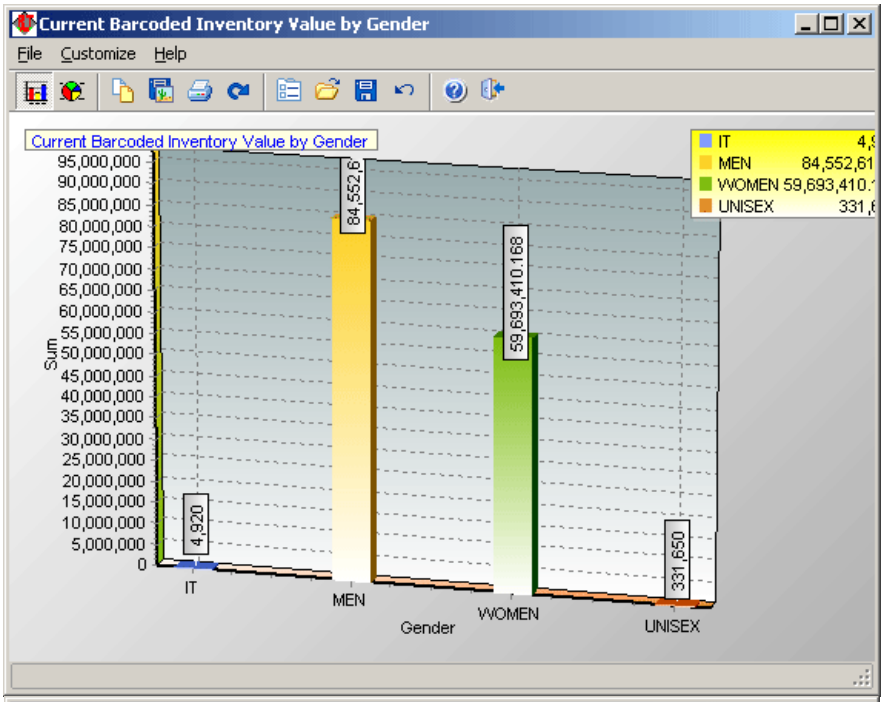


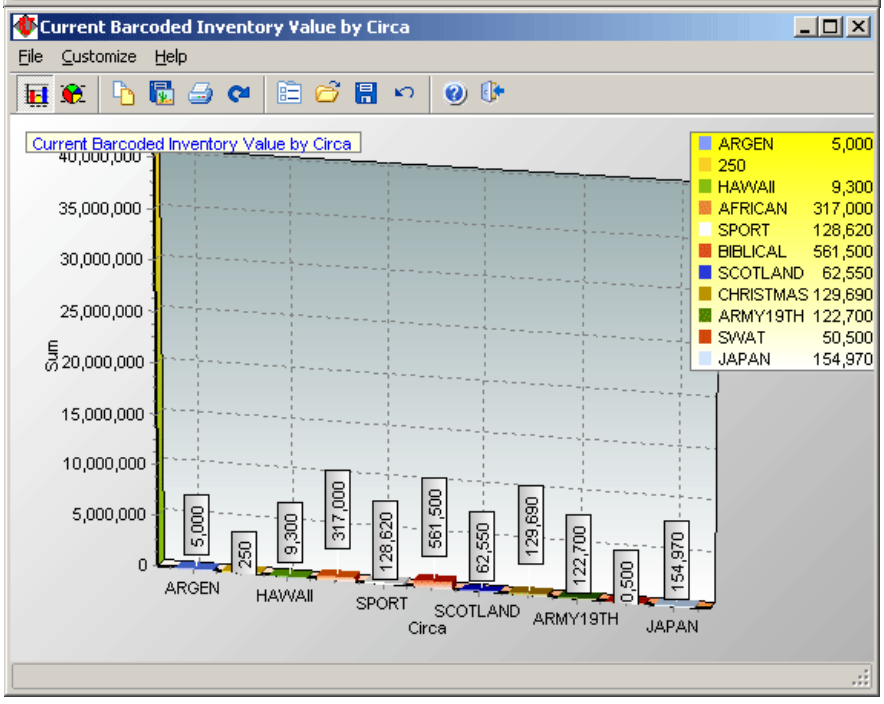


Current Barcoded Inventory Value

This graph shows a breakdown of the purchase amount of current barcoded items in your inventory. This graph can be displayed by gender or Circa.

Example:

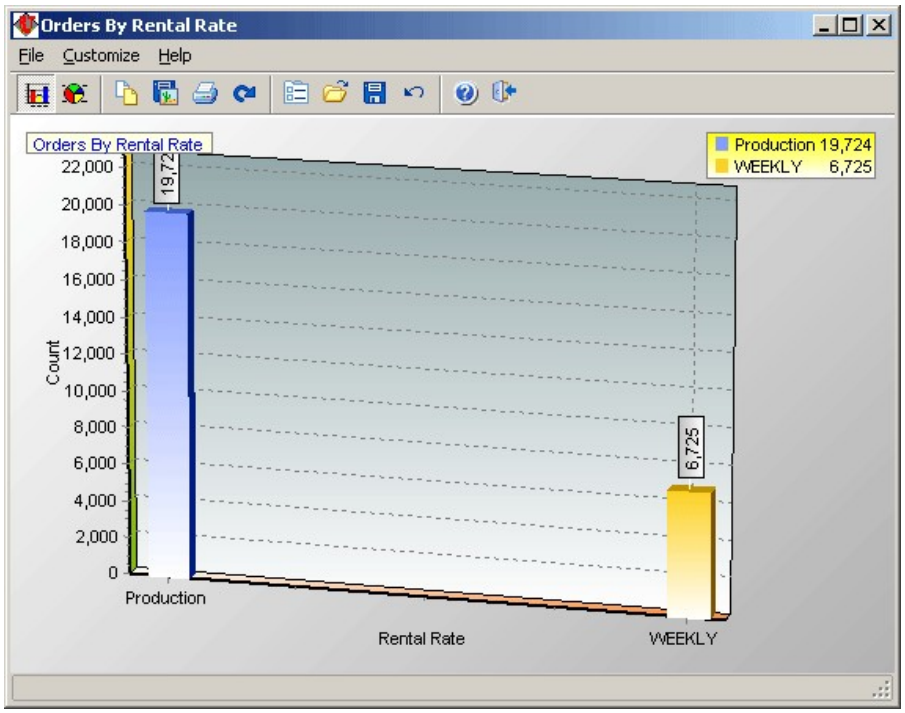




Orders By Rental Rate

This graph will breakup the orders by the rental rate. The possible rentals rates are either weekly or production.

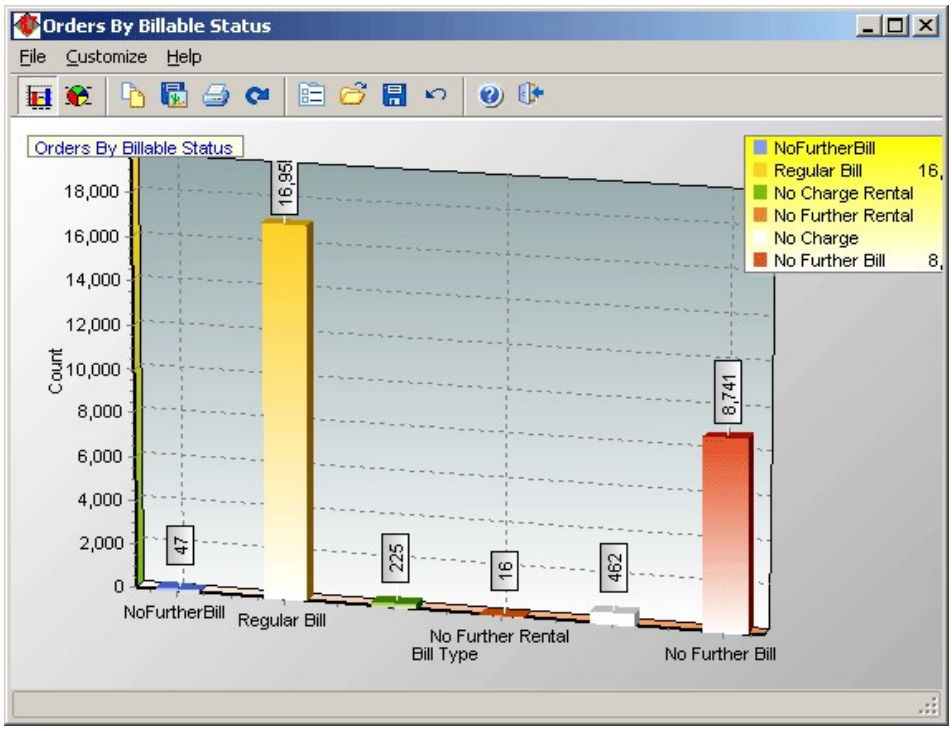
Example:



Orders By Billable Status

The graph will breakup the orders by the billable status. The possible billable status's are Regular Bill, No Charge, and No Further Bill.

Example:



Orders By Status

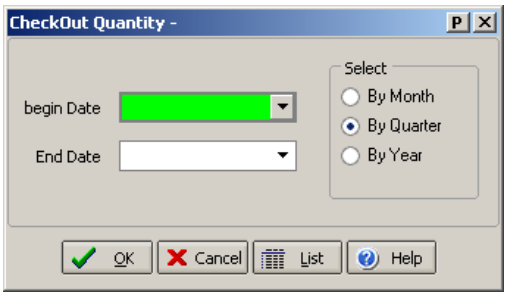
The graph will breakup the orders by the order status. The possible status's are EMPTY, ACTIVE, RETURNED, BILLED, RETBILL, RETPART, or CLOSED.

Example:

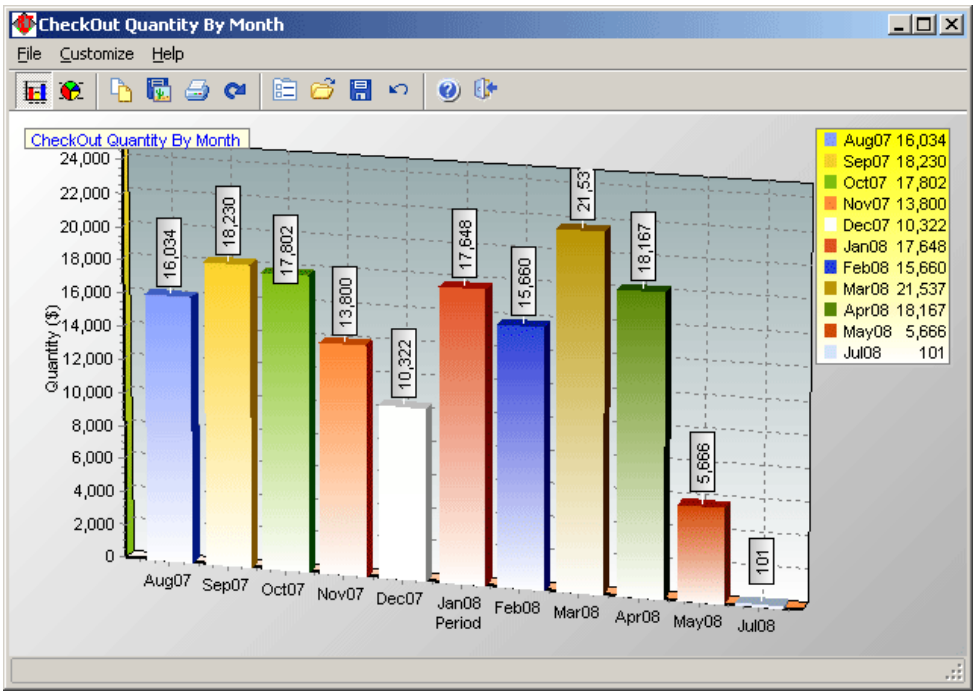
CheckOut Quantity

To track activity in the shop, this graph will display the number of items that are checked out for the selected period.

Checkout Quantity by Month
Checkout Quantity by Quarter
Checkout Quantity by Year

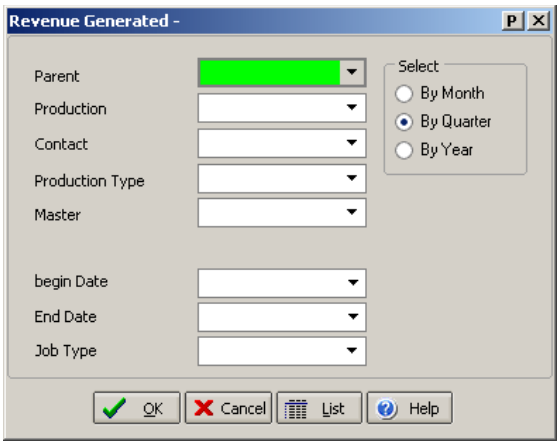


Example:

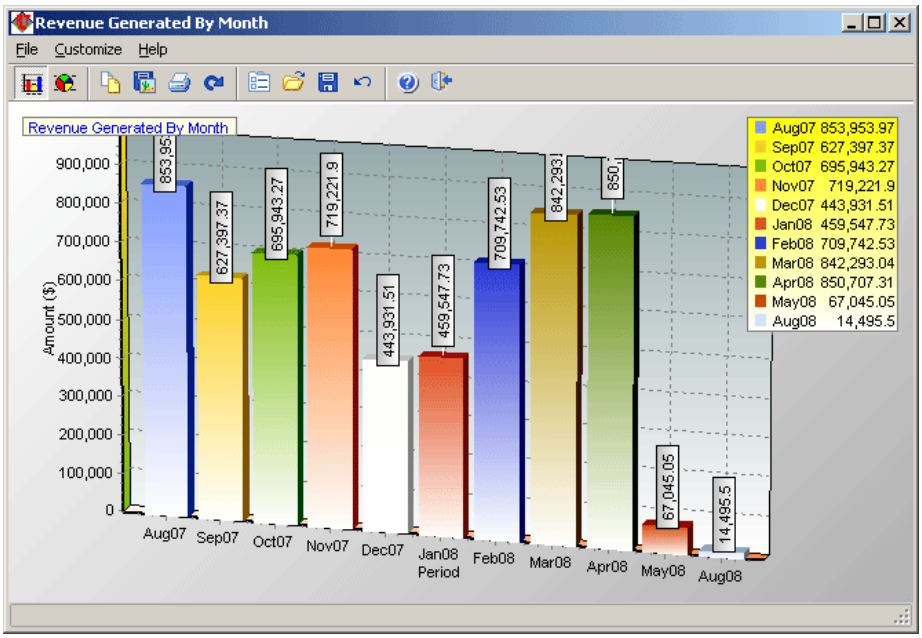


Revenue

Like the Revenue Generated Reports, the data used to reflect the revenue generated is from confirmed invoices.
Generated by Month
Generated by Quarter
Generated by Year

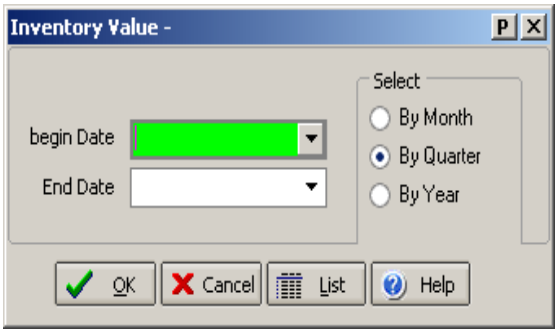


Example:

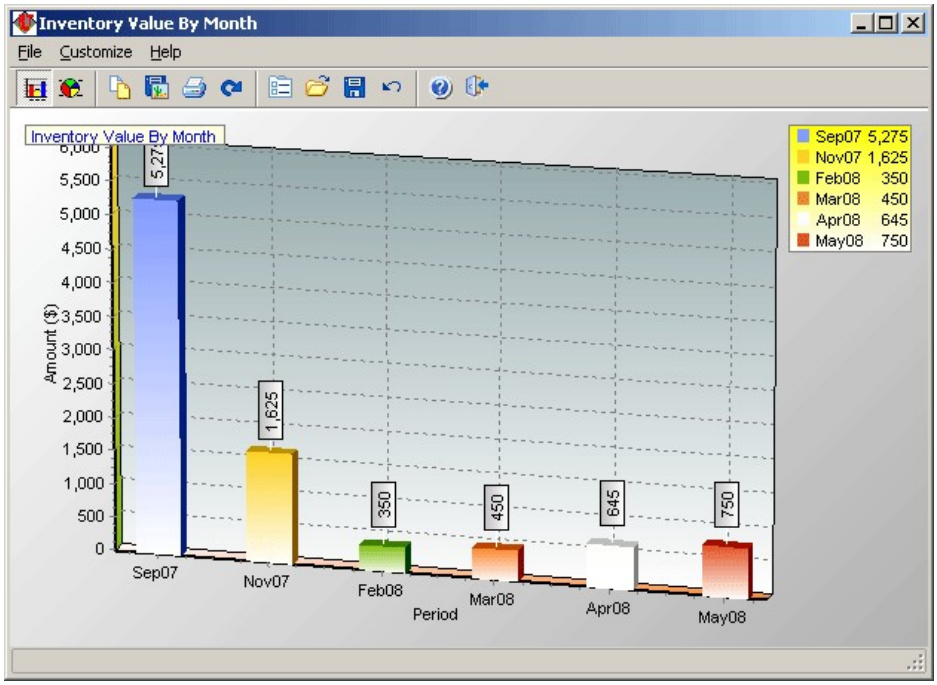


Inventory Value

This report shows the value of any item in your inventory during any particular period. You may choose to see this graphical report by Month, Year or by Quarter.



Example:



View Options Icons

After you have selected a graph from the library, you may adjust the layout of the graph using the icons on the tool bar. Click on the icon to view the selected design.

Pie Chart

Vertical Bar Chart

Chapter

12

History

In This Chapter:

Introduction to History
Restore Production from History
Move Production to History

History Module

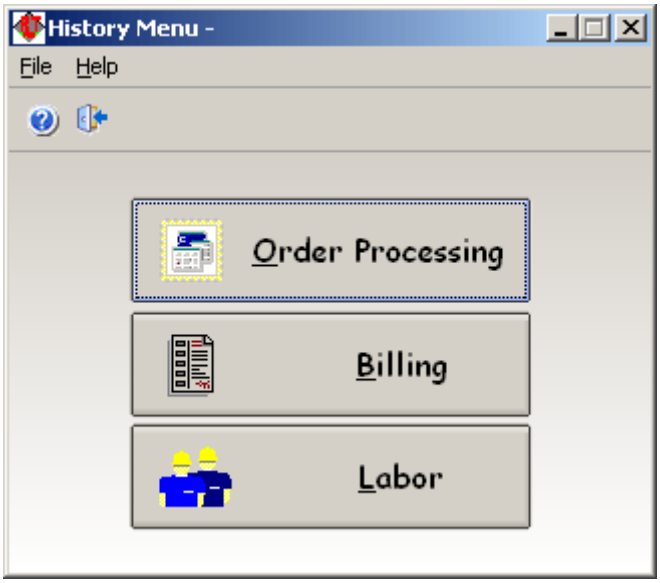
The history module allows viewing data which is no longer active and which was moved to history. A Production must be closed before being moved to history. All orders for the production must also have a status of closed. A production can be closed from the production header screen.

To access the records that are moved to the History you need to select Order Processing, Billing or Labor from the History Menu.

There are many functions available from history. The only functions unavailable are functions which alter data. Date cannot be altered in history.

RTPro's user interface in these three sections is similar to the Order Processing, Billing and Labor module in the live section of the program. The only difference is that the background of the main screens is dark gray instead of light gray and the data in the History section is not editable.

In order to edit data that is in History, you first need to restore the data to the live area and edit it.



Restore Production from History

To restore a production from history to live, from the History module, click on the Order Processing button, the option is available from the production header screen. Through the production header screen under the History menu select "Restore From History" function. The production along with all the activity for the production such as orders, invoices, and rental transactions will be accessible from live.

Move Production to History

For moving productions, you should go to Administration Module and select "Move Closed Productions To History".

Appendix 1

F.A.Q

In This Chapter:

General Questions
Questions about Administration
Questions about File Maintenance
Questions about Inventory
Questions about Order Processing
Questions about Billing
Questions about Reports
Questions about History

General Questions

Why should I automate?

Automation is one of the most productivity investments a company can make. Automation can help with repetitive tasks as well as automate many manual tasks. As a potential customer for automation, they are many systems available for data collection. Barcodes are used widely as the main solution for data collection. It is used on many commercial products, and used for identification (i.e. food products, clothing, and vehicles). This solution has proven to be simple, efficient, and reliable for data collection.

How much will automation cost?

The costs of automation based on the following factors: software, hardware, implementation, and labor. The most common savings in automated data collection is in labor costs. Although the initial time to place barcodes on individual items and enter into the system may take up labor time the end result is you will be saving time. The overall time to write up orders, checkout item, check-in items and track and research items will be greatly reduced. Automation provides greater accuracy and reporting of equipment utilization.

Software system - A computerized system is used to track items with the use of barcodes or asset tags.
Hardware - The equipment is used to input identification information into the software system. Hardware includes scanning equipment, bar-code label printers, labels, and other asset tags.

Implementation Costs - Costs of installing and training a new organization on automation. Implementation costs include workflow analysis, training, and installation. This phase is critical in implementing a successful data collection system.

Labor - This is the initial investment in your organization to learn the new workflow process to increase efficiency in your business.

What is the Rate of Return on my investment?

To begin to estimate the rate of return on your investment, you must first calculate the current cost of the tasks you plan to automate. Then, estimate the cost of the tasks under the proposed system.
Determine these numbers per year. Next, get an estimate on the costs of automation and subtract that from the cost of current tasks you plan to automate. From here, you can get the rate of return on your investment. This is a high-level cost justification and should analyze thoroughly to get an accurate cost justification. Remember, some costs based on this analysis, could justify as "soft" benefits and cannot place a dollar value. These "soft" benefits are intangible benefits such as increased efficiency, increased information accuracy, improved sales and increased customer satisfaction.

How do I print the logo of my company on the invoices?

You need to create your company logo in Bitmap format. Copy this bitmap file to "…\rtpro\bmp\logo.bmp". This logo will print on the Checkout Sheet, Check-in Sheet, Invoices, Labor Tickets, and few other printouts.

If I am going for a break, should I exit the program completely?

No, we suggest using Suspend RTPro mode. This is the Lock button on the Exit option in the main menu of the program. This way you can login back to the program without exiting it.

Can I email a Quote to my customers?

Yes, you can send any reports including Checkout Sheets, Checkin Sheets and Invoices by first viewing them on the screen, then clicking on the Email icon from the preview screen. RTPro works with Microsoft Outlook or any email program that uses MAPI or SMTP. You may need to setup RTPro to work with your email system. To do this, from the main screen of RTPro select File, then select Email Settings, and fill in the required information.

Can I save any RTPro Report?

Yes, you can save any RTPro reports by first viewing them on the screen, then clicking on the save icon.
You can save reports in the following formats:
Adobe Acrobat Document (*.PDF)
HTML Document (*.HTM)
Excel Document (*.XLS)

RTF Document (*.RTF)
Text Document (*.TXT)

How do I change my password?
From the main screen of RTPro select Edit and then select Change Password. Follow the prompts on the screen.

How can I change the beep sound that I hear from the computer when I scan a barcode?
From the main screen of RTPro select File and then select Beep Settings. You can set different sound for Bad beeps and Good beeps. We have included 20 good beeps and 20 bad beeps. If you want to add a different beep, find any WAV file and copy it to "\...\ RTPro\wav\GoodBeep.wav" and "\...\RTPro\wav\BadBeep.wav".

How do I install a camera to work with RTPro?
RTPro works with cameras that have a TWAIN compatible driver. Install the driver provided by the camera manufacturer. Then from the main screen of RTPro select File and then select Camera Selections. Select the driver from the list, and click on Select. If the driver is not showing on the list, try re-installing the driver, and make sure it is TWAIN compatible. If a TWAIN driver is not available an option in RTPro is to attach an image from a file is available. JPG image are supported in RTPro.

Questions about Administration

How does the Security works in RTPro?
Rental Tracker Pro is a multi-user system. It will allow you to create ID's for multiple people to use the system. This will give you control on what features and functions an individual can perform using Rental Tracker Pro. Initially, when a new user is created, they are given NO rights throughout the system. As each person's job function is defined, then the user security can then be modified to fit the business.

I have created an order and checked out some items to it, and then realized that it was created for a wrong production. How can I fix this?
From the Administration Module, select Move from the menu, then select Move Order to Another Production. Enter the Order Number and the Production to move the order to and press OK.

When I do a lookup of a production, there are many productions in the list. Can I remove some of the productions that have been finished?
You need to mark the production as Closed from the Production Entry Screen. Then from the Administration Module, select Move from the menu, then select Move Closed Productions to History. You can then move all the productions that are closed to History files. This will make your live data smaller.

Few productions have bad credit and we want to make sure that no items are checked out to these productions. What should we do?
From the production Entry Screen, mark the production as Inactive. Every time an item is being checked out to an inactive production, program displays a warning message and reminds you that the production is inactive.

Questions about File Maintenance

What is the Project Table and why would I want to use it?
The project table can store different projects that your shop would like to track. An example would be Winter Olympics or Pepsi Commercials. The reason why you might want to setup a project is perhaps several production companies are working on the same project and you would like to know the revenue that has generated by the entire project. Available is a Revenue Generated by Project Report in the Reports Module under the Statistical Reports submenu.

Questions about Inventory

An item returned and the barcode is missing from it. What should I do?

First, you need to find out what barcode number it was. If you know what production returned the item, then go to the Check-in by production. Filter the list to show the items that are not returned. Look at the description of the item to find the barcode. Check-in the Barcoded, then go to the inventory screen and select this Barcoded item. If you do not print barcode labels out of RTPro then from the Rental Inventory Entry Screen, Record menu option, select Reassign Barcode, and assign it a new Barcoded item.

I need to filter my inventory and find certain items. How can I do that?
To do this, from Inventory Screen, click on "Filter Records" icon. Enter any information regarding to the items like category, equipment code, serial#, PO, etc. Program will search through your inventory, and brings all the items that are a match to your given criteria and display them.

A returned item is broken or torn and cannot rent again. What should we do?
During the check-in of the item, check it in as Loss. This will retire the item and optionally bill the customer for the loss.

Questions about Order Processing

What are the different statuses of the orders mean?
Here is the list of the order status in RTPro:

Sales: This is a Sales only order.

Empty: No items are ordered.

Not-Ship: Items are ordered, but nothing is shipped yet.

Part-Ship: Some items on the order were shipped, nothing returned.

Shipped: All items in the order were shipped but none of them are returned yet.

PartRet: Some items are returned, but not all.

Returned: All items are returned.

I created an order and then, I realized it belonged to a different production. Do I need to delete the order and recreate it?
No. There is an option under the Management Screen for Move Order to a Different Production. Use this option instead of deleting and recreating the order.

I checked in an item as usual and then I realized that it damaged. How do I Checkin an item as damaged?
You need to cancel the Check-in on that item, then set the Check-in mode to Damaged (from the drop down on the top of the Check-in screen), and Check-in the item again.

I was working on an order today, but do not remember which one. How can find it out?
From the Order Processing screen, click on File menu, the list of the last 10 orders that you worked on appears. Click on the one you want.

How do I check in and create a customer document for missing/lost rental items?
To check-in items as missing rentals/loss, go to the check-in screen. There are two ways.
1. Single item at a time
Set the mode at the top, Normal to Loss.
Check-in your item and the system will prompt for the loss reason. The item will be checked in on the order as a loss and the item will be retired. You can view the loss items from the loss damage list on the check-in screen. You can also edit the pricing there. RTPro does not create a second order and keeps the items on the original order/contract.
2. Across all items
At the top of the check-in screen, select missing rentals.
Select "Retire all missing rentals".
The system will prompt for a reason and all the outstanding items will be retired.

Questions about Billing

There is an order that I do not want to bill, what can I do to stop it from being billed?
You need special rights to do this. If you do have this right, then you can change the Billing Type of the order to be 'No Further Bill' on the Order Header Screen.

How do I know what orders are due for billing?
From the Billing Module and under the Reports section, run the Orders to Bill Report. This will give you the First Billing, Extended Billing, Loss, Damage, Cleaning and Labor charges.

I have an invoice I?d like your help with. I billed the order for the first week and now would like to bill it for the second week but we want to bill it for 25% rather than 50%. I tried using the discount feature but I must not be doing it right because it still shows on the monthly sales report at 50%. What?s the right procedure for this kind of thing?

What you need to do is create a billing schedule for the order. Go to the Order Header click on the Order Billing Schedule icon. Click on the +, cycle 1 put for 7 days, click ok. Then do a + and enter 7 days and on the rental percentage put in 25% and click ok. Then on the top section stop/loop field put in loop. And on the cycle put in 2. What this will do is if the order is billed for a 3rd week, 4th week, etc.. it will bill at 25%.

Questions about Reports

Does RTPro have any Revenue Reports?
Yes. Under the Reports menu, we have Revenue Generated Reports (hard dollars). You can run this report for a certain Parent, Productions, for a Production Type or many other ways.

When I print reports, it shows generating page 1, 2, 3, then it goes through page 1, 2, 3 for the second time. Why is it going through these pages twice?
RTPro prints 'Page 1 of 3' on the top right of each page on the reports. First program finds total number of pages in report (in this case 3) then it generates actual report.

I need to know what orders have not returned and if the return date passed.
We have a report for this in the Reports section of RTPro under Rentals/Operations, called Past Due Orders.

I was checking the estimated income report and the orders to bill report, would you explain how do they filter the orders? In other words, what should I expect to get from each report and what are the differences?
The Estimated Revenue Report does not bill past the Return Date of the order. The Order to Bill report there is asterisks on the some order indicating the order will have billable charges past the Return Date.

Questions about History

How do I restore an Order from History?
From History Module click on the Order Processing, select the order and then from the Order submenu select Move Order to Live.

How do I restore a Production from History?
From History module click on the Order Processing, select the production and go to the Production Entry Screen. From the menu on the top section of the Production Entry Screen, select History submenu, then select Restore from History.

Note: When you move a Production to live, it does not move all of its orders to live, you need to move the orders you want to restore individually.